



# CERTIFICATION REIMBURSEMENT POLICY

Internal Usage  
1st April 2023

Document Control				
Company Name	Accolite Digital			
Document Title	Certification Reimbursement Policy			
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Classification	<input type="radio"/> Public	<input checked="" type="radio"/> Company Internal	<input type="radio"/> Departmental	<input type="radio"/> Confidential
Document Version	1.0		Publish Date	1 <sup>st</sup> April 2023
Revision History	1.0		Retired On	31 <sup>st</sup> March 2023
Document Type	Draft	Release	No. of Pages	2

## Document Revision Control

Document Changes			
Date	Version	Name	Changes Made
1 <sup>st</sup> April	1.0	Certification Reimbursement Policy	

**Objective:**

- To encourage, facilitate and support a culture of continuous learning for employees.
- To ensure employees are abreast with emerging technology trends, establish client delight and personal growth.
- To define the eligibility criteria, guidelines, and process for employees to avail certification reimbursement.

**Applicability:**

This policy is applicable to all the Full-Time Employees ("Employee(s)") of Accolite India who have completed at least 1 year of continuous service. This policy is not applicable to contractors and interns. Interns can apply with approval from their respective reporting manager and Delivery Director.

**Enforcement:**

This policy is effective from 1<sup>st</sup> April 2023.

**Limit & Eligibility Guidelines:**

- Employees can claim reimbursements for certifications in a year with maximum cost up to Rs. 25,000 based on actual original receipts submission.
- Employees can apply for certifications which are relevant to their current job assignment / deliverables with required approvals.
- Its is mandatory to have pre-approval & post-approval from their respective reporting managers for claim certification reimbursement.

**Approval Process:**

- Employee is required to approach their immediate supervisor and Human Resource Business Partner ("HRBP") for initial approval on certification and the cost. Further, the employee's supervisor will seek approval from Delivery Director & India Head HR.
- Employee should make sure that prior approval is obtained from Delivery Director and India Head HR before undergoing the certification. Accolite will not reimburse any cost if the employee failed to obtain prior approvals.
- A request for certification reimbursement will be approved only if it is in line with the learning objective of Accolite and required for the role of the employee. The Delivery Director and India Head HR reserve the rights to reject any request if it's not in line with Accolite's requirement.

**Reimbursement Process:**

- The employee can claim for reimbursement only after successfully completion of the exam/ certification.
- The employee can claim for reimbursement upto 2 attempts if failed in 1<sup>st</sup> attempt and successful in 2<sup>nd</sup> attempt , applicable only for cloud & data certifications as listed in Accolite certification list.
- The employee is required to submit the reimbursement request to the L&D team within 30 days from the time of certification attempt along with below listed documents:
  - Score card
  - Pass Certificate
  - Original Receipt of Fees Paid
  - Prior approval mail copy from Delivery Director and India Head HR
- Initiate the reimbursement in Swift to process the reimbursement by tagging the cost centre with project number IN-10099.
- Certification reimbursement bills submitted on or before 2nd day of the month will be processed on or before 20th day of the same month and certification reimbursement bills submitted on or before 20th day of the month will be processed on or before 5th day of the subsequent month.

**Guidelines in case of Separation:**

In any case an employee, who has availed the reimbursement benefit, separates from Accolite within 12 months (from the date of reimbursement made) of availing the benefits, he/she will have to return the entire reimbursed certification



cost to Accolite before the exit/ last working day. If the employee failed to return the amount, then Accolite will recover the amount from employee's payroll or at the time of F&F settlement.

**Exceptions:**

Exceptions to this policy may be made at the discretion of company through the India Head HR or the India Head HR's delegate.

**Reference:**

[Accolite Certification List](#)