

# **Moback Technologies India Private Limited**

## **Training and Certification Policy**

April 2022

Updated 21/04/2022

## **I. INTRODUCTION**

This policy handbook is intended to act as a guide and a reference for new and existing full-time employees alike and encompasses the areas of upskilling and right-skilling via training and certifications.

This policy document is the property of the Company, and it is intended for your personal use and reference as an employee of the Company. Circulation of this handbook outside of the Company is prohibited.

## **II. PURPOSE**

“When learning stops, you start dying”. This quote is appropriate and applicable to all world citizens and is even more applicable to people who are part of the Information Technology industry.

With rapidly changing technology, it is important for employees to stay abreast, pick-up market-needed skills to ensure their value does not diminish and they continue to be deployable. Having the right skilled employee base that clients need helps Moback bag new projects and sign new engagements.

Hence the need for this policy to make LEARNING a priority for the employees as well for the organization as they are inter-dependent. Together let us learn, stay relevant, grow as individuals and as an organization.

### **III. TRAINING Policy**

All employees are required to complete a minimum of 40 hours of mandatory training in each ITP cycle year. This policy commences from May 2022 and will follow a May-April annual cycle. Completion of this mandatory task is a factor that will be considered during an individual's annual performance review.

These trainings can be a combination of

1. courses prescribed by your respective Managers/Leads in alignment with your technology stream
2. courses that you wish to take in line with your personal aspirations
3. indicative soft skill training courses prescribed by your Managers/Leads from a list (see appendix A). At least one soft skill training course must be included each year. This list is not an exhaustive list and is aimed to serve as an indicative list.

### **Eligibility**

All full-time employees of Moback who have successfully completed their probation period.

### **Planning & Administration**

In the month of May, Managers/Leads would spend time with individual employees and firm up the individual training plan (ITP – see appendix B) for the year. For employees joining mid-year, this activity must be completed within the first 30 days of the employee's tenure at Moback, after their employment is confirmed. While both employee and Manager/Lead are responsible for this activity, the accountability rests with the employee. Managers/Leads must periodically track the progress made against the plan and must update the plan with actuals. Managers/Leads must turn the ITP over to HR for record keeping once the plan is set initially for the year and at end of the year.

### **Training Cost & Reimbursement**

Employees will be reimbursed up to Rs. 8000 per year (pro-rated for mid-year joiners) for courses that they take towards upskilling themselves in line with their individual ITP. Employees are free to choose any reputable platform of their choice like SimpliLearn, Upgrad, Coursera, Udemy etc. to register and complete these trainings.

Upon completion of a particular course in the ITP, employee must seek email approval

from his/her Manager/Lead and post approval, the concerned Manager/Lead should forward the same to the HR team for reimbursement of course fees incurred.

#### **IV. CERTIFICATION Policy**

All employees are encouraged to acquire ONE professional certification in each ITP cycle year. This policy commences from May 2022. This is a factor that will be considered during an individual's annual performance review.

#### **Eligibility**

All full-time employees of Moback who have successfully completed their probation period.

#### **Planning & Administration**

At the time when the ITP is firmed up, discussion on the planned certification for the upcoming year needs to happen and same must be recorded in the ITP with planned certification completion date.

#### **Certification Cost & Reimbursement**

Employees will be reimbursed up to Rs. 12000 per ITP cycle year towards professional certifications and accreditations. The same benefit is extended for mid-cycle joiners with no pro-rating, as long as there are at least 6 months of tenurity @ Moback in the current ITP cycle year, after their employment is confirmed.

Upon completion of the planned certification in the ITP, employee must seek email approval from his/her Manager/Lead and post approval, the concerned Manager/Lead should forward the same to the HR team for reimbursement of certification fees incurred.

The maximum cap of allowable reimbursement for certifications in each ITP cycle year is Rs. 12,000. Any amount incurred in excess by the Employee for acquiring the certification must be borne by them. If an employee does not clear a certification in the first attempt, costs associated with subsequent certification attempts for the same certification will not be reimbursed.

Fees that were incurred to recertify a professional accreditation (like PMP, CSM etc) come under the ambit of the certification policy and will be allowed and reimbursed.

**LET US LEARN  
CONTINUOUSLY, STAY  
RELEVANT AND GROW  
MOBACK AND SELF.**

## **Appendix A**

The following are the list of soft skills to be picked from:

1. Communication skills
2. Presentation skills
3. Negotiation skills
4. Email, communication, and conference call (audio/video) etiquettes
5. Effective team player
6. Team leadership
7. Effective remote working



## Appendix B

The Individual Training Plan (ITP) template is attached herewith:



Moback IDC - ITP  
Template - Nov 2021