



<b>Department:</b>	HR	<b>Document Type:</b>	Policy
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<b>Prepared By:</b>	Ritu Dadhwal	<b>Effective Date:</b>	1st Jan 2021
<b>To be circulated to:</b>	All Employees	<b>Sanctioned by:</b>	Sowmya Santhosh

<b>Purpose</b>	<ul style="list-style-type: none"><li>• CitiusTech supports employees who wish to continue their education in order to secure increased responsibility and growth within their professional careers.</li><li>• In keeping with this philosophy, the Company has established a reimbursement program for expenses incurred through approved institutions of learning.</li></ul>
<b>Guidelines</b>	<ul style="list-style-type: none"><li>• Full-time onsite employees are eligible for participation in this program.</li><li>• Courses must be directly related to your responsibilities in order to be approved.</li><li>• The company will reimburse 50% of the training program up to a limit of USD 500 (Five Hundred Dollars) in each financial year. CT sponsored certification will be approved in full based on approvals</li><li>• PMP and Scrum Master trainings &amp; certifications employees can self-register with the nearby authorized training vendor and attend the program</li><li>• Reimbursement limit of PMP and Scrum Master the training expenses will be based on below:<ul style="list-style-type: none"><li>○ 100% based on MDL's approval</li><li>○ 50% or USD 500, whichever is less, if case employee aspires to get certified</li></ul></li></ul>
<b>Procedure</b>	<ul style="list-style-type: none"><li>• Employee must obtain prior approval of his Delivery Lead / Reporting Head prior to commencing a course and inform Overseas Services Group (OSG) of the same.</li><li>• Upon completion of the course, the employee must submit receipts and evidence of passing grade or certification on Concur for reimbursement.</li></ul>

**Note:**

- 1) In the above policy the currency mentioned is USD, do read & convert it as per your local currency.
- 2) Any exception/deviation to the above policy will require an approval from the COO.