

**Policy for certifications**

In the rapidly changing world of Information and Communication Technology (ICT) it may happen that employees will (voluntary) decide to pursue certain qualifications, being specific certificates, degrees, diplomas and / or examinations. Based on the availability of funds and the strategic business relevance of the qualification at the time, the company may consider financial support by making such contribution as considered reasonable by management.

To be considered for such company contributions the applicant (that is, the employee applying for consideration for reasonable contribution) must submit an application in writing to his / her immediate manager / supervisor / superior before registering for the relevant certificate / degree / diploma / examination. The application must contain the following information:

- the applicant's full names;
- the applicant's ID;
- the full name of the certificate / degree / diploma / examination to be registered for;
- last date of registration for the certificate / degree / diploma / examination;
- detailed summary of the actual cost for the certificate / degree / diploma / examination (if not available, the estimated cost);
- the expected graduation date and
- a detailed business orientated motivation why the certificate / degree / diploma / examination will improve the applicant's effectiveness and / or productivity in his / her working environment.

After review by the applicant's immediate manager / supervisor / superior, the manager / supervisor / superior will either reject the application or attach a business orientated motivation supporting the application and recommending an appropriate contribution. All recommended applications are subject to final approval by an executive director, except for applications exceeding R5 000, which are subject to final approval by the Managing Director. The final amount of the contribution to be paid to the applicant will then be determined. All applicants will be notified in writing whether his / her application was successful or not. All successful applicants' notifications will state the amount to be paid.

All contributions will be paid electronically into the applicant's bank account or as agreed upon between the relevant parties. The company may choose to make the contributions in staggered payments.

Contributions made by the company are subjected to the then-current, formal agreement that is to be signed by the employee before he / she will receive any contributions. For all certifications, diplomas, degrees, and other relevant courses that exceed R4 000 in total cost the employee will be obliged to give his / her continuous services to the company (as an employee) for a period of at least 24 months after successful completion of his / her studies. For certifications that do not exceed R4 000 in total cost, the employee will be obliged to give at least 12 months of his / her continuous services (as a employee) to the company after successful completion of his / her studies. In case of failure to comply with these obligations, the employee will be liable to refund the company for all contributions made to him / her in respect of that certification / degree / diploma / other relevant course.

Applicants must provide the company with the necessary original or certified copies of valid documentation of expenses occurred as a result of registration for the relevant certificate / degree /

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<b>Department:</b>	Risk Management/Administration	
<b>Responsibility by:</b>	All / Facilities	
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diploma / examination. If applicants fail to do so, they will be liable to repay the full amount of contributions made by the company. Relevant minimum interest rates will apply on all outstanding amounts from the date contributions were received by the applicants.

Should the applicant fail to be successful in his / her first attempt to graduate or to provide the company with proof of graduation, the company reserves the right to hold the applicant liable for the full amount of contributions made by the company. Relevant minimum interest rates will apply on all outstanding amounts from the date contributions were received by the applicants.

Employees are **not entitled** to receive any such contributions. Therefore, the company will not be obliged to make any such contributions due to events of the past or any other expectations that were created among potential applicants. All contributions are subjected to the availability of funds.

Should an applicant decide to rewrite an examination upon failing, he can do so at his /her own expense. Applicants should note that study leave will not be granted when rewriting examinations.

Should an applicant decide not to rewrite an examination, he/she is liable for the full amount of contributions made by the company.

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