Employees Benefits

Effective Date: November 10, 2014

Learning and Educations Development Award:

To recognize education and learning efforts of employee to further their skill-development.

- Reward (A): Employees can have job related certification for their development purpose. Which has to be preapproved from their reporting Manager.
  Limit: Rs.3,000 to Rs.5,000 depends on the type of certification which has to be pre-approved from Management.
- Reward (B): All Employees can have job, domain related Post graduation (MBA, MCA, M.Tech, MS, PhD) for their development and learning purpose only after completion for the degree.
   Rs. 10,000

  Other considerations: Maximum one per employee per calendar year and the certification date should be after the effective date of this policy.

Work from Home:

To provide flexibility in working arrangement and to accommodate some personal tasks.

- Work from home has to be preapproved by your reporting manager
- Eligibility:
  - All confirmed employee excluding those who are serving notice period.
  - Only one person in a team will be allowed at a time (including manager).
- Frequency:
  - Once in a month for everyone.
  - Twice in a month for those who attend the release date (In Lieu of Comp –off).
  - Not allowed within 3 days of release date, either before or after release.
- Employees have to use their assigned work laptop or other available office laptop to work from home. (You will not be able to use your home computer if you need svn or other licensed software needed).
- Employees have to provide their own internet and/or printer if needed.
- The reporting manager will be responsible to monitor output from their employee under Work From Home and will revoke this privilege if an employee is not effective in working from home.

  Other considerations: Will be considered on a trial basis.