

## **Learning and Development Policy**

### **Revision history**

Version #	Status	Revision Description	Author	Verified by	Date Released
1	Initial Document		Rakhi Sharma	Manmeet	22-08-2012
2	Revision		Shilpa Jain	Vijay Sunkeswari	02-01-2019
3.0	Revised	<ul style="list-style-type: none"> <li>• Eligibility revised to confirmed “full time” employees</li> <li>• Membership to professional bodies is in scope now</li> <li>• Exclusion added - employees serving Notice Period</li> <li>• Recovery in case of separation reduced to 50% from 100%</li> <li>• Appended the reimbursement claim form</li> </ul>	Harsha Chandrahasan	Sahana Sharma	23-10-2019
4.0	Revised	Reimbursement Limit revised to 3% & the reimbursement Process updated to Kronos	Sahana. S	Vijay Sunkeswari	29-01-2021
5.0	Revised	Revisited Reimbursement Limit & overall Scope of the Policy	Jinson Kuruvilla	Vijay Sunkeswari	8-11-2023

## Objective

The purpose of this policy is to encourage employees to upskill themselves by acquiring professional certification / membership to professional bodies, undergo training programs or attend technical conferences & seminars, that would help them gain more industry exposure as well as strengthen Tarento's capability to deliver its current and future business needs. The organization also covers the spend on online training platforms & learning programs as per the defined guidelines in this policy.

## Eligibility

- All confirmed Full Time Employees who have completed at least six months in Tarento
- Excludes employees on notice period
- Reimbursement will be limited to a maximum cap of Rs. 25000/- or the actual cost of the certification, whichever is lower, in a financial year (1-Apr to 31-Mar)

## Guidelines

- The identified Certification/Training program/Technical Conferences/Seminars/ membership to professional bodies etc. should be related to their work profile and enhance an employee's skills in their current profile
- 'Non-business' and 'Non-professional' courses are not covered under this policy
- This policy is primarily aimed at encouraging short term/quick learning programs. However, employees could use the same budget for any long duration programs as well
- Separation of employment by either party within 1 year of availing this benefit (day of payout), shall result in recovery of 50% of the reimbursed amount from the full & final settlement
- All programs within this policy, offer employees a voluntary opportunity for their personal professional growth. These opportunities should be pursued within the 40-hour training allocation designated for self-development during the financial year for each employee, as set by the Organization. While we encourage continued learning beyond the 40-hour limit, an employee must pursue this outside of their regular office hours. Assigned business tasks will always take precedence, and individuals should take care to avoid conflicts with their primary responsibilities and duties to the Company
- It is also highlighted that the policy's implementation and the final approvals thereby are contingent upon a monthly budget cap at an Organizational level, within which this policy would be administered. This discretionary benefit is provided by the Company, subject to the condition that it aligns with the Company's business performance.

## Enrolment Procedure

- The need for Professional Certification/Training Program/Technical Conferences/Seminars/ Membership to professional bodies etc. for an employee can get identified by the Reporting Manager / IBU Head or the employee themselves

On an employee self-identifying any such opportunity for themselves, then s/he is required to get a recommendation/justification from the reporting manager

- Employee should then mandatorily receive the approval from their IBU Head, for the identified program prior to taking up/attending, the same. This approval is to validate that the certification is in line with the business needs of the IBU.

This policy is subject to change at the sole discretion of Tarento Technologies Pvt Ltd at any given point of time. The Company reserves the right to modify or rescind any of the terms and provisions of this policy, as needed.

- Upon receipt of the approvals, HR should also be notified & post confirmation from HR only should the employee then proceed with the enrolment and required formalities. HR will also review the monthly budget cap and advise/approve accordingly.

**Reimbursement Procedure:**

- Technical seminars and conferences that are work related or meant to enhance an employee's skill will be reimbursed to the **extent of entry fee only, after the employee has attended the said seminar, conference or training session**
- The reimbursement (irrespective of the duration of the Certification/Training program/Technical Conferences/Seminars/ membership to professional bodies etc.) should be availed only after successful completion of the course and **within 30 days of program/course completion**
- There will be no carry over of unutilized budget or training hours into the next financial year
- Amount reimbursed under this policy is non - taxable under the employee benefit program. The same cannot be claimed for any income tax purposes
- The **Certification/Learning Program Reimbursement form** is available on **Zoho People** [Path - ZohoPeople > Services > Files > Organization Files > Forms]
- Employee should fill the Reimbursement Form with relevant details and then attach it on **Kronos** under the section Expense Reporting > Add Expense > Reimbursement > Reimbursement Category > Certification/Training
- Select your **Manager's Email ID** in the "Approver" field
- Attach the **Course completion Certificate/ Learning Program Completion Screenshot along with the payment confirmation** and 'Save' your claim. Also attach the IBU Head and HR approval emails along with the request. The above procedures will apply until the Company implements new online systems and procedures to facilitate the process.
- Managers will verify & approve** the claim for further processing
- Once the claim is approved, employees will receive an **acknowledgement mail from Kronos**
- Claim will be processed upon Manager's approval and reimbursement will be credited in the reimbursement cycle
- At any stage if an employee decides to not continue with the certification/course/program etc. and withdraws from the same, s/he will not be eligible for any reimbursement irrespective of having paid part of the fees for the course.
- If an employee fails to qualify or decides to extend /repeat the course due to personal reasons, no reimbursement will be made for expenses incurred during the course.

**Exceptions:**

Exceptions if any on this policy will be purely based on the MD's discretion.