

CERTIFICATE REIMBURSEMENT POLICY

Business Function: Human Resources

Company's Confidential:

Disclaimer: This policy has to be adhered as a standard practice by the employees. This policy does not create an express or implied contract between SSIT and any of its employees located in India or any other designated locations where this policy is applicable. This policy may be modified at the discretion of the Company HR at any time, with or without notice of the employee. Nothing contained in this policy is intended to alter employees 'At – Will' employment relationship with the Company. SSIT reserves the right to terminate any employee at any time, with or without notice or procedure, for any reason deemed by the Company to be in the best interests of the Company when the policy is violated.

CERTIFICATE REIMBURSEMENT POLICY

RATIONALE

The purpose of this document is to promulgate company policy relating to reimbursement of certification course expenses which might arise as a result of performing duties and discharging responsibilities on official business for the company.

It is Company's policy to reimburse employees for any type of certification expenses when directly related to the transaction of its business.

SCOPE

Reimbursement Policy is applicable for Technical or Non-Technical Certification or External Trainings to all Active Employees.

ELIGIBILITY CRITERIA

On any of the below mentioned Eligibility Criteria, employee should adhere the policy without any contradictions.

- Management choosing a Certification Course for Employee.
- Client / Customer choosing a Certification Course.
- Employee choosing a Certification Course.

GENERAL GUIDELINES

- The Certification or Training is directly relevant to the employee's current job responsibilities or planned career progression
- Reimbursement will be on the basis of actual cost of certificate. This will be reimbursed to the employee within a period of 60-90 days from the date of reimbursement claim.
- Expenses reimbursements are decided by higher management only.
- Employee should continue for a minimum service tenure of one year which is defined to protect the organization from misuse of this privilege provided otherwise, the utilized amount may be adjusted at the time of full and final settlement.
- This reimbursement will be applicable only when the employee is passing the course / skill. In case if Company is sponsoring any certification and the employee fails to achieve it then the same cost will be deducted from that employee's monthly pay cycle immediately.
- Company will only reimburse expenses incurred in connection with Company business that is appropriately documented by the employee.

All the above guidelines will be at the Company's discretion.

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SPONSERSHIP

If Employee is asking for any sponsorship for upskilling, then (s)he will be asked to give all the details of the desired course. Once the Reporting Manager accepts those details seeing the individual's professional advancement & mutual benefits and sponsor the employee for that specific course.

In this case, the amount can be directly paid to the study center and not to the employee. Certification expenses must be approved by the immediate Reporting Manager and then HR Manager.

DOCUMENTATIONS

All claims for certification reimbursement of expenses are to be supported by evidentiary documentation such as original receipts and approvals.

POLICY EXCEPTIONS

Generally, any exception to this policy must have the prior written approval of the Reporting Manager and HR Manager.

Requests for exceptions should document extenuating circumstances. At certain times, under unusual circumstances, exception may be made after the fact; however, payment by the Finance department will not be made without the approval of the HR Manager.

This certificate Reimbursement policy is subject to change as and when deemed necessary by the management and company laws & agreements.

Document History

Version	Amendment	Date of Amendment
V1.0	Policy Initiated	02-03-2023

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