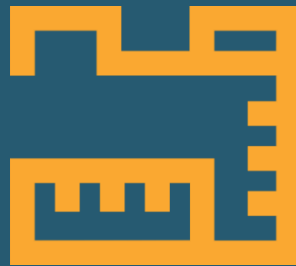




LEARN & EARN

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Version 1.3



www.cubastion.com

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1. INTRODUCTION

Cubastion believes in continuous development of employee's skills, knowledge and competencies to support the current and future business objectives and plans. Cubastion thrives on an uninterrupted learning culture where employees at all levels are encouraged to undergo some form of training to keep their learning curve in an upward direction.

Learn & Earn (L&E) program will help to build a continuous professional development culture where we will closely monitor the performance of graduate trainee engineers and associate consultants during their training or initial project allocation time as applicable and rewards the individual in terms of compensation revision.

2. PURPOSE

The purpose of this document is to provide complete information about the provision of **Learn & Earn Program** available to employees working in Cubastion and shall define the entitlement cover such rules & regulations so as build compliances to the same.

3. SCOPE

The policy shall be applicable to full time employees of **Cubastion Consulting Private Limited** including its group company (ies) collectively called "Company".

4. PROGRAM DETAILS

4.1 Eligibility

1. **Graduate trainee engineers** elevated to the position of Associate Consultants can participate in the program upon the successful completion of their probationary period, within 18 months from their initial joining date.
2. **Interns** or employees on **notice/PIP** are not eligible for participation and benefit in this program.

4.2 Effective from

The policy is effective from **1st July 2022** till further notice.

4.3 Process of Evaluation

Here are the steps of evaluation process in L&E:

4.3.1 Step1: Registration

All eligible employees will receive a communication at the start of a quarter for registration into the Learn & Earn program. Employees who get confirmation by the end calendar date of the previous quarter will be eligible to participate in the current quarter L&E program.

4.3.2 Step2: Discussion and guidance

Panelist (Managers, Technical Mentors & HR) will closely monitor the performance of all registered employees during the quarter.

- a. Periodic discussion to guide and pave path for next steps (applicable for non-trainees)
- b. Trainer will guide the Individuals undergoing the training.

4.3.3 Step3: Evaluation

Towards the end of the quarter, there will be a technical assessment test followed by the interview.

Evaluation basis will be in-depth technical skill(s)/knowledge and the application of technical knowledge.

4.3.4 Step3: Result & Reward.

Employees after successful assessment (combined with technical test and interview) will be rewarded with a compensation revision in their **annual gross** as mentioned in their appointment letter/addendum to appointment letter.

Compensation revision will be effective from **next consecutive month** after assessment and announcement of the result.

4.4 Important Guidelines

1. **Registration** is mandatory to participate in **the L&E** Program.
2. **Participation in L&E:** Eligible employees can participate multiple **time(s)** in the evaluation process.
3. **Compensation Revision:** After successfully clearing the evaluation, compensation revision will happen only once.
4. **Employees** should not be on notice till the revised payout is released. Otherwise, the L&E

benefit will be withdrawn.

5. **Performance Appraisal:** The L&E process and compensation revision is independent from the annual performance appraisal process.
6. **Employee** who **resigns** within **Six (06)** months after the release of revised payout achieved through L&E; the additional gross amount paid will be recovered from employee.

4.5 Important Timelines:

S.No.	QUARTER	REGISTRATION WINDOW*
1	Jan - Mar	1st - 10th Jan
2	Apr - Jun	1st - 10th Apr
3	Jul - Sep	1st - 10th Jul
4	Oct - Dec	1st - 10th Oct

**The Registration dates are tentative and can change without notice.*

4.6 Important Technology Stacks

TECHNOLOGY STACKS	
Name of Technology	Tech Stacks
COTS Application	Siebel
	Salesforce
Digital/ Mobile & Web Development	React & NodeJS
	React & Java (Springboot)
	Angular & NodeJS
	Angular & Java (Springboot)
	Kotlin & NodeJS
	Kotlin & Java (Springboot)
	Flutter & NodeJS
	Flutter & Java (Springboot)
Data Visualization	Informatica & OBIEE
	Informatica & PBI
	ODI & OBIEE
	ODI & PBI
Others	SRE

Important Instructions:

1. L&E is usually scheduled on a weekend. Compensatory Offs (Comp Offs) will not be applicable for the same.
2. Tech stack should be mentioned clearly at the time of registration. Any change in tech stack should be informed to the HR Team in advance.

5. DISCLAIMER

Company's Absolute Right to Alter or Abolish the Policy

Cubastion's Management reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions. Such discretion may be exercised at any time, before, during or after the policy year is completed (without any prior notice).

6. DOCUMENT VERSION HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION	OWNER	APPROVER
V1.0	20211101	Nalini Kaul	Initial Release	HR	CPO
V1.1	20220701	Rohit Kumar	Changes	HR	CPO
V1.2	20230720	Rohit Kumar	Changes	HR	CPO
V1.3	20231121	Rohit Kumar	Changes	HR	CPO

This brings us to the end of this document. For any further assistance or clarification, please contact **HR Department** or email us at hr@cubastion.com.

Frequently **A**sked **Q**uestions

Q1:

During my tenure, Q2 L&E was not conducted. I have successfully cleared the L&E in Q3. When will my revised gross salary be effective from?

A1:

As per the policy, the revised compensation will be effective from next consecutive month after the completion of successful evaluation and result declaration.

Q2:

The Amount of L&E is not mentioned in my offer/appointment letter. Am I eligible for the same? What will be my amount of revision?

A2:

Yes, irrespective of the L&E mentioned in the appointment letter, if you are eligible as per the policy, you can register and participate. The amount of appraisal salary will be 1.2 Lacs.

Q3:

The L&E for a quarter has not been conducted even the quarter dates have been passed.

A3:

The organization put in their best efforts to conduct the L&E; however, quarter may be skipped due to circumstances (Internal/External) of the organization. However, you may appear in the next quarter provided you are eligible.

Frequently**A**sked**Q**uestions