Certification and Online Learning Reimbursement Policy

Objective

CodeCraft will reimburse employees for the cost of successfully completed certification exams under
the following circumstances:

● That the certification is directly relevant to the employee's current job responsibilities or
planned career progression. Certifications should be in the performance goal sheet of the
employee and should be discussed and agreed upon with the reporting manager to ensure
business and organization relevance

● Within the date the employee & manager agree for the completion of the certification

Scope of the Policy

All CodeCraft employees, including full-time employees, trainees and in-house contractors come
under the scope of the policy.

Certifications or Online Courses applicable for Reimbursement

1) GCP, AWS & Azure Certifications – Reimbursement will be provided for employees who have
cleared the exam to apply for reimbursement

2) Self learning through Company's Udemy account only- You can buy any course from the
company's Udemy account which is relevant & approved by the manager.

3) Any other certification/course, which will be approved by the reporting manager in writing

How to apply for reimbursement

Company will reimburse after you complete a presentation/demo at the org level on the same
within 30 days of clearing the examination

Share Course Completion Certificate with Reporting Manager for approval, cc to
accounts@codecraft.co.in

In case the employee is relieved within 1 year of any certification reimbursement, the reimbursed
amount will be deducted during their Full and Final settlement.

General Guidelines

This Policy is subject to changes at any given point of time by CodeCraft Technologies Pvt. Ltd. The
decision of the company shall be final and binding. Any amendments or additions to this Policy
would be communicated to all employees.