

# Training and Certification Policy

Ver 1.02

Valtech India



# Revision History

Version	Date	Submitted by	Approving authority	Remarks	Changes (if any)
1.0	12 Jul 13	Learning & Development team	Sujatha Balakrishnan, MD	New policy	NA
1.01	01 Feb 22	Learning & Development team	Shiv Kumar MN, MD	Reviewed sections	Nil
1.02	11 Dec 23	P&C Team	Shiv Kumar MN, MD	Updated the policy to new format	

People & Culture Team

January 3, 2024  
Version



# Contents

1.	Objective .....	4
2.	Policy .....	4
3.	Procedure.....	4
4.	Reimbursement & Lock-In Period .....	5
5.	Applicability.....	6

People & Culture Team

January 3, 2024  
Version



# 1. Objective

Effective/quality delivery in line with organizational objectives is contingent upon employees having the right skills and experience.

Valtech focus on facilitating quality professional development opportunities associated to the career planning which will be one of the most valued elements for mutual success. Valtech objective is to provide opportunities for relevant training /certifications and to help employees work efficiently and professionally through which we believe will stand a far better chance of continued supply of talented and motivated people to take up the up-coming challenges as well as to share our learning and develop together.

# 2. Policy

This policy aims to support employees in obtaining training and certifications both in technical and non-technical streams as well as provides guidelines to obtain management approval for any such program to avail sponsorship or reimbursement.

# 3. Procedure

Any Learning is an ongoing process by which an individual (or organization) may acquire knowledge, skills, abilities, attitude and behavior by means of formal and informal training and can be initiated and led by the individual/team/group.

Certification becomes authoritative document to highlight the person's capability.

- ✓ Training: Usually instructor-led, based on an identified need or proactively selecting appropriate learning that fits organization requirements.

Training: Training needs can be initiated by any employee/team through the respective reporting manager and must seek approval from head of organization. In case of external trainer is needed, Learning and Development Team will work towards providing related cost and seek approval from senior management.

Learning and Development Team will find suitable trainer (internal/external), arrange discussion with trainer, provide training facility and facilitate to fulfill the training requirements prior, during and after the training.

- ✓ Certifications: Individual learning and obtaining certifications will improve individual as well as organization competency/capacity.

People & Culture Team

January 3, 2024  
Version



**Certifications:** Any employee can opt for certifications related to their roles and responsibilities, however prior to obtaining certification, Learning and Development Team should be informed and the relevance will be evaluated by Learning and Development Team along with the employee, and with his/her reporting manager. The outcome of this evaluation will be provided to the top management for their perusal and approval.

On obtaining approval, employee can prepare for the same and upon successful completion and acquisition of the certificate, the related cost incurred by the employee can be claimed for reimbursement along with proof, i.e. copy of certificate, bills, invoices etc., with the concurrence of the reporting manager.

Valtech will focus on providing training on the following:

**Technology:** - Aims to provide training on new/required technology that would be useful to business that may cover concepts, design, architecture and usage of developments tools etc

**Domain:** - Training related to a specific industry, sector, or nature of business, i.e. banking, manufacturing, telecom, insurance, healthcare and retail etc.

**Process:** - Organization is defined by its processes, related to people, material, and information flows. Training/awareness will be provided in the areas of Agile, ISO CMM etc., on how implementation needs to be done or improved.

**Soft Skills:** - Personal and Professional Development. Soft skills training on personal attributes that enhance an individual's interactions, job performance and career prospects, i.e. communication, presentation, leadership, team dynamics and interpersonal skills.

Management team would like to adopt the approach of encouraging individuals or teams to volunteer by providing inputs for required competency development and for any training inputs which management foresees as good for organization, in such context Valtech will be adoptive towards providing required opportunity/support to the individual or team that is within the perimeter of the organizational strategy.

## 4. Reimbursement & Lock-In Period

Reimbursement per head/per calendar year	Lock-in period
Up to ₹15,000	No lock-in period
From ₹15,001 to 25,000	<b>Twelve months</b> , from the date of reimbursement / Commencement of training program
From ₹25,001 to 50,000	<b>Eighteen months</b> , from the date of reimbursement / Commencement of training program
From ₹50,001 and above	<b>Twenty Four months</b> , from the date of reimbursement/ Commencement of training program

People & Culture Team

January 3, 2024  
Version



If the employee has availed reimbursement in lock-in period and for any new claims the related lock-in will start from the end of the existing lock-in period.

If separation is initiated by employee the reimbursed amount should be returned by the employee to organization if the employee hasn't completed his/her lock-in-period.

For some reason, if separation is initiated by organization then lock-in period is not applicable.

No lock-in period for management initiated training and certification for the benefit of business requirements.

Reimbursement amount is applicable for training or certification or both.

## 5. Applicability

Applicable to every employee of Valtech (Projects/Functions) who has completed 6 months of uninterrupted service in the organization.

{End of document}

People & Culture Team

January 3, 2024  
Version