

## **Higher Education Policy**

HR-PO733 | Ver. 1.4

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**1. PURPOSE**

Learning and development are critical not just for our associates but for the entire Company and we would encourage each and every one to pursue them throughout. The aim of this policy is to ensure that associates with high potential and high performance are provided suitable higher education opportunities in Executive Business Management programs that offer them the opportunity to add necessary skills in line with their career aspirations. This policy also clarifies the guidelines for eligibility and financial aid including listing educational institutes identified for this purpose.

**2. ACRONYMS**

Term/ Acronym	Explanation
IBG/IBU	Integrated Business Group/Unit
RM	Reporting Manager
CPO	Chief People Officer

**3. SCOPE**

The provisions of this policy are applicable to all associates in India including associates deputed to India, who have an overall experience of at least 5 years and have completed 36 months with the Company.

The policy is applicable for IT associates only.

Benefits mentioned in this policy do not apply for any interns during their assignment/internship period.

**4. POLICY DETAILS**

Associates who have achieved an 'X' or a 'C' rating in at least 2 of the 3 preceding annual performance assessment cycles will be eligible under this policy. Associates must continue to maintain an X or C rating throughout the course and the subsequent year following successful completion.

The Company will identify and tie up with educational institutions across India offering Executive Management, Masters in Business Administration or a Post Graduate Diploma in Business Management. These institutes will have a proven record in Business Management education. The list of institutes identified by the Company has been included under Annexure A.

**Terms and Conditions:-**

- Associate shall be reimbursed 50% of the college fees or INR 50,000, whichever is lower, for the entire course/ program. This shall be reimbursed by the Company to the associates upon successful completion of the course / program per the standards determined by the institution applicable. This fee includes tuition fee, one time registration fees, enrollment fees, recurring expenses and all other non-refundable fees only. Any discounts offered will also be considered and associates will be reimbursed up to the extent of the actuals paid subject to the maximum amount mentioned above.

- Associates will have to sign a service agreement with the company upon successful completion of the course before claiming reimbursement. All qualifying associates will need to complete 1 year of service with the Company subsequent to the application fee reimbursement.
- Any taxes applicable will be borne by the associates

## **5. PROCESS**

The process owner for the entire program would be the Tech M Leadership Development team. Associates who are interested would need to apply as per the institute's admission requirements and on confirmation of selection, apply for the course / program. They would also need to keep their Reporting Manager informed due to the time requirements of the program. Eligibility would be subject to process owner confirmation.

Associates shall submit all necessary documentation as listed in Annexure D within 3 months of successful completion of the course, in addition to consenting to the 1 year service agreement with the Company. Subsequent to signing the service agreement, associates can apply for reimbursement of the course fee following the process elaborated herein. The associated must fully adhere to all the processes laid down by the Company under this policy including, any additional requirement that the Company may impose on the Associates anytime.

Procedure for Reimbursement would be:

- a) Associate obtains approvals from Reporting Manager
- b) Associate shares approval, certificate of completion and mark sheet with the TechM Leadership Development Team
- c) TechM Leadership Development Team checks eligibility of the associate
- d) If eligible, associate signs the Service Agreement and shares with the TechM Leadership Development Team  
(Service Agreement will need to be printed as per norms.)
- e) Tech M Leadership Development Team processes reimbursement
- f) Reimbursement is paid out to the associate net of taxes

## **6. EXCLUSIONS AND BREACH OF AGREEMENT EXCEPTIONS**

The Company does not guarantee selection for higher education. Associates will have to apply as per the process defined by the institution (s).

Following instances may disqualify an associate from claiming reimbursement from the Company-

- Associate has been found to be in gross violation of Company policies at any time during their tenure in the Company including but not limited to any instances of harassment, fraud, misrepresentation, violation of laws of the land etc..
- In case the associate is based out of any Company office located outside India including deputed associates.
- Associate has been rated R or T in any of in the 3 preceding annual appraisal cycles
- Associate enrolls for courses through Institutes which are not identified by the Company under Annexure A.

Associates who resign from the Company before completion of 1 year service per the service agreement signed, would be in breach of the terms and conditions of this policy and will have to repay the entire course fee reimbursed by the company, failing which the same will be recovered from the Full & Final Settlement (FFS). Company reserves the right to withhold the Service Certificate, FFS and the relieving letter and initiate legal action if the associate is in breach of the terms of this policy and the service agreement.

## 7. ROLES AND RESPONSIBILITIES

Who	What / When / How
<b>Leadership Development Team</b>	<ul style="list-style-type: none"> <li>Approves the reimbursement request in the system; disseminates policy and answers associate queries; maintains service agreements</li> <li>Updates list of colleges and ensures agreements with associates and colleges</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Process the reimbursement of the course fees as per the eligibility</li> </ul>
<b>Associate</b>	<ul style="list-style-type: none"> <li>Apply and successfully pass the course identified</li> <li>Ensure appropriate documentation and reimbursement submission within the specified timelines and subject to signing the 1 year service agreement with the Company.</li> </ul>
<b>CPO</b>	<ul style="list-style-type: none"> <li>Approve policy updated and changes</li> <li>Exception requests can only be approved by the CPO</li> </ul>

## 8. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
1.0	15-November-2015	Policies & Practices	Head – People Policies and Practices	CPO	First Integrated Issue effective 15 <sup>th</sup> November 2015
1.1	11Sept-2015	Process Owner	Function Owner	Function Head (Benefits)	Document Formatting
1.2	03-Aug-2016	Process Owner	Function Owner	Function Head (Benefits)	Updated the rating scale
1.3	31-Oct-2016	Process Owner	Function Owner	Function Head (Benefits)	Updated the rating scale to X,C and L in Clause 4
1.4	02-March-2017	Process Owner	Function Owner	Function Head (Benefits)	Updated Scope (Section 3)

### Appendix:-

- Annexure A – List of Institutes
- Annexure B – Contact details of Institutes
- Annexure C – Service Agreement
- Annexure D – List of Documents required for Reimbursements

**Annexure A**

INSTITUTE OF MANAGEMENT TECHNOLOGY-CENTRE FOR DISTANCE LEARNING - A-16, Site no.3, UPSIDC Industrial Area, Meerut Road, Ghaziabad-201003

Programme Duration: There are 2 programs being offered to Tech M associates, two Year PGDM spread over 10 terms and One Year PGDM Executive spread over 5 terms

Annexure B – Contact details for Institutes

1. IMT Ghaziabad

Website: [www.imtcdl.ac.in](http://www.imtcdl.ac.in)

**Note:- Conditions for education and award of degree remain the discretion of the institution. Interested associates should therefore reach out to the Institute and check with them on the updated status and details.**

**Annexure C – Service Agreement****UNDERTAKING**

&lt; Name, GID and Address of Associate &gt;

**Subject: Declaration for fee reimbursement on \_\_\_\_\_ as per Higher Education Sponsorship Policy**

Pursuant to my Employment contract with Tech Mahindra Limited dated \_\_\_\_\_, I hereby acknowledge and agree as under:

At Tech Mahindra, I have been employed for \_\_\_\_\_ at \_\_\_\_\_ band. I understand and agree that Tech Mahindra has facilitated my enrolment for an Executive Management \_\_\_\_\_ (name of program/degree) with \_\_\_\_\_. This has helped me hone my management skills in my current role and equip me for future management roles.

Tech Mahindra will reimburse the cost of \_\_\_\_\_ (name of program/ degree) as I have successfully completed my \_\_\_\_\_ (name of program/ degree) subject to my claiming the same within 3 months of the completion of my course and submitting my certificates.

In lieu of such investment made by Tech Mahindra, I hereby undertake to continue to serve Tech Mahindra for a period of **12 months** from the date of reimbursement of the fees i.e. \_\_\_\_\_, failing which I shall be liable to reimburse the entire cost incurred by Tech Mahindra for my training, as liquidated damages for the expenses incurred by Tech Mahindra in this regard.

In any situation if I decide to resign from my position in Tech Mahindra before the stipulated period of **12 months**, or I am dismissed for serious or gross misconduct during the aforesaid period, I shall reimburse Tech Mahindra for all such costs incurred by Tech Mahindra in my higher education. The notice period served will not be included in the bond period.

I hereby undertake to reimburse Tech Mahindra for all the cost and expenses incurred in my education if I terminate my employment contract before the above stated term. If the balance of accounts is not paid before receipt for payment in connection with the training, sums due shall be deducted from the sums payable at the time of termination. In case of any breach of the terms of this undertaking, I understand that Tech Mahindra may make any such claim against me as agreed including appropriate legal proceedings.

**WHEREAS THIS HAS BEEN SIGNED IN THE PRESENCE OF WITNESSES**

The employer:

WITNESSES

Name:

Title: Reporting Manager / BHR

Signature: \_\_\_\_\_

1. \_\_\_\_\_

The employee:

2. \_\_\_\_\_

Name:

Signature: \_\_\_\_\_

**Annexure D**

List of Documents required from the Identified Institutions

1. Certificate of Graduation / Completion
2. Marks Sheet for all Semesters