

# Policy for Conference Attendance & Staff Training

## **Objective –**

In order to promote professional development, upskill & learning we encourage employees to participate in professional conferences, workshops, seminars & taking courses. (Applicable from October 20, 2022)

## **Reason for the Policy –**

To provide a clear policy on both eligibility & funding for conference attendance & for any intended course.

## **Applicability –**

This policy applies to all of our employees who have completed probation period.

## **The Terms –**

- KeyValue will bear 80 percentage of the course fee or registration fee cost or a maximum of INR 30,000 whichever is less over a period of 2 years.
- If the Employee leaves within 1 year of attending the conference/course, the amount will be deducted in the upcoming payroll and Full & Final settlement.
- KeyValue reserves the right to limit the number of staff attending a single conference if conference attendance negatively impacts the workflow of the organisation.
- Overtime/Comp-off will not be granted for extended conference and travel days.
- If attending on a working day, it would be marked as leave.

## **The Procedure to be followed –**

- Employees should give the details to the HRD ([hr@keyvalue.systems](mailto:hr@keyvalue.systems), POC – Midhu/Reshmi) about the conference/course they plan to attend
- HR will review the request & confirm on whether to approve/not to approve within 3 business days.
- HR will send the email confirmation on the status of the request.
- On approval, HR will alert the finance department to release the funds.
- Employees to submit the necessary bills. (registration fees or course fees) to HR/Accounts.

## **PS –**

- Any deviation to this policy has to be approved by HR and Finance.
- Policy is subject to change at the discretion of the HR Dept.