



LEARNING AND CERTIFICATION POLICY

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DOCUMENT CONTROL

DOCUMENT NAME	Learning and Certification Policy
ABSTRACT	This document details the Learning and Certification policy – guidelines for the management and employees
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AUTHORISATION

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Master	HRD Department
Copies	Electronic only

VERSION HISTORY

VERSION	DATE	PREPARED BY	CHANGES & REASONS FOR CHANGE
Draft 1.1	15/07/2019	Kiran Chopra	First Draft
Draft 1.2	14/08/2019	Radha Krishna	Incorporate changes after first review
Issue 2.0	03/08/2020	Radha Krishna	Rebranding and Logo Change
Issue 2.1	09/07/2021	Kiran Chopra	Changes in organization structure and Updates regarding recovery of training or certification cost
Issue 3.0	28/10/2021	Kiran Chopra	Logo Change
Issue 3.1	16/03/2022	Kiran Chopra	Updated: Certification approval chain and department name change and nomenclature

Issue 3.2	01/03/2023	Kiran Chopra	Updated: Table of Content; Certification approval chain;US location added; Training amount for US added
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1. PURPOSE AND OBJECTIVE

The purpose of this document is to familiarize all the employees of the Company with the rules and regulations governing the Sponsorship for Learning and Certification. The Company has voluntarily adopted this policy. It has the sole authority to make suitable deviations to the general provisions specified in this policy and can amend or withdraw this policy at any time with or without prior notice.

2. SCOPE AND COVERAGE

2.1 Invenio is committed to provide a comfortable yet growth enhancing work atmosphere for all its employees. This policy stipulates all the guidelines and rules / regulations pertaining to Learning and Certifications offered and sponsored by Invenio, to encourage employees to pursue professional development to aid in their professional growth and performance and business growth requirements. The provisions of this policy are applicable to all employees.

2.2 All internal and external learnings, facilitated by external trainer, virtual or in-person mode (classroom) / certifications / conferences / seminars are fully sponsored by Invenio. Any training and Pursuit of any external learning / certification should be undertaken with prior approval of Reporting Manager (L1) and respective Practice Heads and Chief Technology Officer (CTO). All external Certifications (non-SAP) are sponsored on a reimbursement basis. i.e individual employee bears the initial cost, which will be reimbursed on successful completion of Certification process. A failed attempt on certification exam shall NOT be reimbursed by Invenio. In case of all external Certifications (SAP) sponsored by Invenio, employee will be issued Certification license post all necessary approvals and agreement.

3. ELIGIBILITY AND APPLICABLE LOCATION(S)

All full-time employees working with Invenio across all locations globally, who have completed a minimum of six months tenure (including probation period, if any applicable) are eligible for the provisions under this policy.

4. APPLICABILITY OF LEARNING & CERTIFICATIONS AND SPONSORSHIP

4.1 All programs and courses must be related to the employee's current job duties or future position.

4.2 To maintain eligibility for training, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

4.3 This policy is applicable for Learning and Certifications, conducted internally or those offered by external Bodies / Organizations / Institutes or facilitated by external trainer, virtual

or in-person mode (classroom). Such learning or certifications should be relevant to the employee's current / future work assignments. The requirement can be initiated either by the employee or recommended by the reporting manager.

4.4 Sponsorship for Learning and Certification is subject to the condition that the individual continues to work in the company for a minimum period of one year after the completion of the Learning or Certification as specified in Section 5.2.

4.5 Enrollment and payment for courses not assigned to an employee will not be reimbursed.

5. ***APPLICATION AND APPROVAL PROCESS***

5.1 Request for enrolling into / sponsorship for a Learning program or for Certification program which is outside regular training program / calendar must be initiated by the employee on LMS, either on self-intention or on recommendation by the reporting manager. The request must be initiated in a written format (can be via electronic mail) along with Business Case through the reporting manager of the employee on LMS. The application approval process must go through the chain of reporting structure as given in the last column of the table 1 below, based on the cost involved.

Sponsorship /Reimbursement	Approval chain
100 % including applicable taxes, on production of the proof of payment	Reporting Manager Practice Head Delivery Head/ CTO

5.2 The written or e-mail request from the employee for learning and certifications should include signed undertaking, 'Learning and Certification Agreement' in the format attached as Appendix 'A'. A signed form scanned and mailed would also be acceptable for the process initiation.

5.3 As part of the sponsorship, Invenio expects the employee to share learnings by conducting minimum two learning sessions with colleagues and act as an internal faculty member, as required. This shall be included as part of the employee's KRA. Based on the Learning/ certification cost sponsored by Invenio, employee undertakes to serve a minimum of 12 months post learning/ certification completion. If there is more than one learning/ certification sponsorships for the same individual, the service tenure obligation will run concurrently.

6. *RECOVERY OF SPONSORSHIP AMOUNT*

6.1 The objective and purpose of the sponsorship/ reimbursement is to enable employees to further their professional competence and in turn benefit the organization. However, if the employee, for whatever reasons decides to leave the company (voluntary separation from the employee), Invenio reserves the right to recover the sponsorship amount. If employee leaves the organization within 3 months (Excluding Notice Period) of undergoing training or certification, there will be recovery of 100% of amount sponsored and if employee leaves the organization after 3 months (Excluding Notice Period) of undergoing training or certification, amount will be recovered on prorata basis. After completion of 12 months of completing training or certification there will be no recovery on amount sponsored.

7. *GENERAL GUIDELINES*

This policy is applicable to all employees across all locations of Invenio and all interpretations / understanding differences if any of the provisions of this are subject to the final clarifications under authority of the CHRO.

Appendix 'A'

(Refers to para 5.2 of Policy No HRD015)

Learning and Certification Agreement

I, (Name.....), Employee ID (number) wish to undergo the(Name of the course / learning / certification program) from (Certification agency, as applicable) from..... (Date) to (Date) at..... (place, as applicable)

I have read and understood the Learning and Certification Policy HRD015 and wish to avail the sponsorship / reimbursement for the mentioned learning/ certification as applicable.

I understand and agree that as part of the sponsorship, I am expected to share learnings by conducting minimum two learning sessions with colleagues and act as an internal faculty member, as required, post completion of the learning / certification.

I agree that if I terminate my employment voluntarily with Invenio, within 12 months after completion of the learning / certification for any reason, Invenio shall have the right to recover the sponsorship expenses from my final settlement amount as stated in Policy.

Signature

Name:

Place:.....

Date: