



## **HIGHER EDUCATION POLICY**

[www.invenio-solutions.com](http://www.invenio-solutions.com)

**DOCUMENT CONTROL**

<b>DOCUMENT NAME</b>	Higher Education Policy
<b>ABSTRACT</b>	This document details higher education Policy – guidelines for the management and employees
<b>DOCUMENT REFERENCE</b>	HRD024

**AUTHORISATION**

<b>Process Owner</b>	<b>Reviewed By</b>	<b>Authorised By</b>
Name: Kiran Chopra	Name: Bipin P	Name: Arun Bala
Signature: Kiran Chopra	Signature:	Signature:

**SECURITY CLASSIFICATION:** Company Confidential**DISTRIBUTION LIST**

Master                      HRD Department

Copies                      Electronic only

**VERSION HISTORY**

<b>VERSION</b>	<b>DATE</b>	<b>PREPARED BY</b>	<b>CHANGES &amp; REASONS FOR CHANGE</b>
Draft 1.0	18/10/2021	Kiran Chopra	First Draft
Issue 1.0	26/10/2021	Kiran Chopra	

Table of Contents

<b>1. PURPOSE AND OBJECTIVE.....</b>	<b>4</b>
<b>2. SCOPE AND COVERAGE.....</b>	<b>4</b>
<b>3. ELIGIBILITY AND APPLICABLE LOCATION(S).....</b>	<b>4</b>
<b>4. APPLICABILITY OF SPONSORSHIP.....</b>	<b>4</b>
<b>5. APPLICABILITY OF LEARNING &amp; CERTIFICATIONS AND SPONSORSHIP.....</b>	<b>4</b>
<b>6. RECOVERY OF SPONSORSHIP AMOUNT.....</b>	<b>5</b>
<b>7. GENERAL GUIDELINES.....</b>	<b>5</b>

### ***1. PURPOSE AND OBJECTIVE***

The purpose of this document is to familiarise all the employees of the Company with the rules and regulations governing the Higher Education Sponsorship. 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***

Invenio Business Solutions (Invenio) is committed to provide a learning and growth enhancing work environment for all its employees. This policy is designed 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 permanent employees. This policy covers range of programs to cater to different interests.

### ***3. ELIGIBILITY AND APPLICABLE LOCATION(S)***

All full-time employees working with Invenio across all locations, who have completed a minimum of six (6) months tenure (including probation period, if any applicable) are eligible for the provisions under this policy.

### ***4. APPLICABILITY OF SPONSORSHIP***

This policy is applicable for Tuition Reimbursement for pre-approved/ relevant higher education programs (Masters/ Post Graduate Diploma). Such pursuit 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.

Sponsorship for Tuition Reimbursement is subject to the condition that the individual continues to work in the company for a minimum period after the completion of the Course/ program as specified in Section 6.

### ***5. APPLICABILITY OF LEARNING & CERTIFICATIONS AND SPONSORSHIP***

Request for enrolling into / sponsorship for a higher education program must be initiated by the employee, 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) through the reporting manager of the employee. 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.

The written or mail request from the employee for learning and certifications should include a signed undertaking, 'Higher Education Sponsorship Agreement' in the format attached as Appendix 'A'. A signed form scanned and mailed would also be acceptable for the process initiation, but the hard copy is to be handed over to the applicable location HR representative.

Invenio sponsorship to enable employees to pursue higher education programs includes tuition reimbursement as per the below table and additional leaves (over and above the annual

vacation). Additional leave upto 10 days per annum is to enable employee to prepare and attend the examinations.

Programme / Courses	Sponsorship	Approval Chain
MTech/ MBA	Reimbursement will be limited to INR 3,00,000 / GBP 3000	Reporting Manager Business Leader
PG Diploma/ PG Certificate	Reimbursement will be limited to INR 2,50,000 / GBP 2500	Reporting Manager Business Leader

#### **6. RECOVERY OF SPONSORSHIP AMOUNT**

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 termination from the employee, excluding extraordinary circumstances), Invenio reserves the right to recover the sponsorship amount.

Employees are expected to continue with Invenio for a period of 2 years post completion of the Program. If employee leaves the organization within 12 months of completing the Program, Invenio has the right to recover 100% of the sponsorship amount. Leaving after 12 months but before 24 months will warrant a 50% recovery of the sponsorship amount.

#### **7. GENERAL GUIDELINES**

This policy is applicable to all employees across all locations of Invenio Business Solutions with effect from 01 November 2021 and all interpretations / understanding differences if any of the provisions of this are subject to the final clarifications under authority of the CHRO.

**Appendix – Higher Education Sponsorship Agreement**

I, (Name.....), Employee ID (number) wish to undergo the.....(Name of the course/ degree program) from ..... (Institute, as applicable) from .....( Date) to ..... (Date) at..... (place, as applicable)

I have read and understood the Higher education Sponsorship Policy, HRD024 and wish to avail the sponsorship / reimbursement for the mentioned Degree/ Course as applicable.

I agree that if I terminate my employment voluntarily with Invenio, within 24 months after completion of the Degree / Course 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: .....