



# HEXAGON

## **Professional Certification Policy**

**Revision: 1.1**

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**Next Revision Date: 23 Apr 2025**

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# 1. Introduction

Purpose of this policy is to encourage employees to enhance their technical, project management and business skills through professional certification programs.

# 2. Scope & Eligibility

All Full-Time employees on confirmation of service are eligible for reimbursement of expenses incurred towards certification or its renewal.

# 3. Guidelines

## 3.1 Cost

- The reimbursement amount would be a maximum of INR 50,000.
- The full cost will be reimbursed after the completion of the certification.
- We encourage employees to focus on self-development and contribute to organizational growth by applying their learnings at HCCI. For this, it is important that employees have a sustained tenure at HCCI, however, we would not be recovering the amount on exit if the employee has completed the program.

## 3.2 Other points

- Employee can avail not more than one certification per year.
- The policy can be availed for certification renewal as well, subject to the same limit.
- Employees can use the annual leave or in case of insufficient leave balance can avail leave without pay for the purpose of study. All such leave must be taken in agreement with their manager.
- If the employee wishes to use any company data for the purpose of study/research, they must take prior approval from their Manager and Division head.

# 4. Procedure

## 4.1 Approval for program

- Employee must submit the e-form on Hexaview before seeking admission to a higher education program.
- This will be approved by Manager and Division head, based on the relevance of higher education in context to area of work and business requirements.
- The request will then be approved by respective HR Business Partner (HRBP) based on budget and other organizational implications.

## 4.2 Approval for Reimbursement

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- Upon successful completion of program, following documents should be submitted on Hexaview to respective HRBP for reimbursement of the expenses:
- Declaration form for reimbursement of expenses
- Copy of relevant certificates issued by the Institute
- Original receipts of the Certification Expenses

## 5. Policy Administration & Exceptions

Human Resources Department shall be responsible for the administration of the policy. Any exceptions to the policy are subject to the approval of HR Head.

## 6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	24-Apr-23	Updating to new policy template	Anant Gupta	Nousheen Khan