



# HEXAGON

## Higher Education Policy

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# 1. Introduction

Purpose of this policy is to encourage and support employees seeking higher education or qualification to upgrade their skills and knowledge.

# 2. Scope & Eligibility

All Full-Time employees on confirmation of service are eligible for reimbursement of expenses incurred towards higher education.

This policy is applicable for

- For any academic courses from a recognized and reputed education institute
- The course should lead to a Diploma or Degree in a discipline. Typical courses covered in this scheme would be for a duration of six months to two years like the MS/MBA program.
- Courses may be on-campus and distance education programs

# 3. Guidelines

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.

## 3.1 Cost

- The reimbursement amount would be a maximum of INR 1,50,000.
- 50% of the cost will be paid on commencement of the course and 50% on completion of the course.
- The reimbursement amount is applicable only for the course fee, admission fee and examination fee. Any additional cost like travel, accommodation & research cost etc must be paid by the employee.
- We encourage employees to focus on self-development and also 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.
- The employee would have to return the complete amount spent by the company, if he/she does not complete the program on the committed date, fails the programme or leaves the company before successful completion of the program.

## 3.2 Other Points

- After completing a course, employee can apply for another course not before two years (from the date of completion) or based on business need & approval from unit head.
- 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.

## 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

Upon successful completion of program, following documents should be submitted on Hexaview to respective HRBP for reimbursement of the expenses:

- Copy of relevant certificates issued by the Institute/University
- Original receipts of Admission fee, Course fee and Exam fee

## 5. Policy Administration & Exceptions

Human Resources Department will 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-2023	Updating to new policy template	Anant Gupta	Nousheen Khan