

Employee Certification Policy

Policy brief and purpose:

Workplace learning and development programs empower employees to gain new skills and grow professionally. Employees are more likely to be engaged at work when companies offer learning and development opportunities. Employees are empowered to learn new courses at all different levels within the company. Employees are provided with a Professional Certification related to their respective fields.

Scope:

OpenSpace believes that effective training and development benefits the individual and contributes to achieve goals in their workplace. This Employee Certification Policy applies to everyone who is working with OpenSpace.

Employee Certification Policy:

We provide Certification to Employee's to gain new skills and to make them more professional in their work. Below are terms and condition for Employee Certification Policy:

1. Professional Courses should be related to your respective fields.
2. Employees should discuss with Management and HR what course they want to enhance.
3. Once approval is received Employee can do a Professional course and should provide all details about the course to HR and Management by mail.
4. Certification exam needs to be cleared / Passed to avail fees refund from the company. In case of failure, the company will not pay exam fees.
5. Once Certification is cleared / Passed employee cannot leave Organization for a minimum of **1.5 years**.
6. In case if the employee resigned within 1.5 years Certification charges will be charged and adjusted in Employee Full and Final.
7. The company bears the cost for certification exam only, any course / online or offline paid training will not be borne by the company.

Note:

The Management reserves the right in all the fairness to update document / policy time to time with a prior intimation