

## **CERTIFICATION REIMBURSEMENT POLICY**

**VERSION 1.1**

**RELEASED ON**

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**CERTIFICATION  
REIMBURSEMENT POLICY**

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Cls - Confidential

**Prepared by:**

Corporate HR, In2IT

**Manjeet Kaur, HR 30<sup>th</sup> Mar 2022**

**Reviewed by:**

Manager Legal, Corporate, In2IT- 2012

Vinay Chawla, 21<sup>st</sup> April 2022

Approved by:

B. Nagarajan

Version & Date	Policy Owner	Change Description
1.0- 2019	HR Department	Initial Release
1.1 - 2022	HR Department	Updated on reimbursement clause

## **POLICY STATEMENT**

It is necessary for individual employees or groups of employees to take job-related training courses that are not part of a degree program. This can enhance an employee's value to the company, keep them up-to-date on the latest trends and technologies and knowledge, and offer a great chance for career development.

This policy applies to all permanent employees IN2IT Technologies and its subsidiaries worldwide.

## **PURPOSE**

The purpose of this policy is to ensure skill development of employees.

## **POLICY**

Training and development goals and specific courses are identified in conjunction with the employee's supervisor, as part of an employee's development plan, and can include a variety of courses from an array of sources. The organization reimburses for related expenses, listed below. If it is required by the Company, the Company will pay for the time that the employee spends attending classes.

## **ELIGIBILITY**

- All permanent employees of IN2IT Technologies and its subsidiaries worldwide.
- Selected certification course has to be relevant to the on-going market trend and meet Company's & Client requirements.
- If applicable employees who have enrolled for additional certification course must ensure to attend classes and seminars paid for by the Company.
- Employee must have professional eligibility to apply/appear for any certification program.
- Training may occur anytime, even during the probation period.

### **APPROVAL PROCESS**

- Any certification has to be approved by Reporting Manager and Department Head at least 15-days prior enrollment.
- Employee has to notify respective business HR regarding the enrolment at least 10-days prior enrollment.
- Certification requirement must be approved by Business HR and Finance.
- Business HR can reject the certification requirement, if it's not aligned with the organizational requirements.

### **REIMBURSEMENT**

- Employee will be eligible to reimburse cost related to Registration Fees.
- Employee will be eligible to reimburse cost related to Tuition Fees, if any.
- Employee will not be eligible to reimburse cost related to Books & Supplies, if any.
- Employee must qualify the certification program to get the expense reimbursement.
- In case of company sponsored certification program, no reimbursements will be considered.

### **COMMITMENT**

- Employee, sponsored by the company for certification, has to sign a service bond for a period of 18 months.
- In the event, an employee leaves the Company permanently for any reason within service bond period, is required to pay back the sponsored amount on pro rata basis.
- In any event employees does not pay back the sponsored amount, company reserves the right to hold any amount due and will not issue documents supporting employment.

***Disclaimer – The company reserves the right to alter or withdraw this policy either in part or in full based on management's discretion.***