

Learning and Development Policy

Objective : The purpose of Learning and Development (L&D) at Metadologie India Pvt. Ltd. is to ensure that all employees have the skills required to perform their job well and to provide opportunities for skill enhancement for Employee career progression. L&D policy also ensures that the employees are upskilled to be in line with the Company's expansion, upgradation or diversification programs. This L&D Policy would provide the steps and standard operating process for All Process related, Mandatory training, technical skills, Soft skills, and Behavioural Learning programs, adequately custom-designed relevant to the Organization.

Eligibility : All regular and confirmed employees of the organisation are covered by the policy. Employees who are on probation or hired as trainees will be eligible for after the successful completion of probation period.

Scope : All employees of Metadologie are covered in this policy for training on Process related skills, Soft skills, Mandatory training and Behavioural Learning programs across employee levels, as well as existing and new skill development, refresher training, Coaching and Mentorship programs.

Certification Reimbursement Clause: Metadologie will reimburse employees for the cost of successfully completed certification exams and certification renewals under the circumstances where the employee and the employee's manager have agreed in advance.

Certification Clause: The company agrees to pay certification cost for employee. Notwithstanding the foregoing, you acknowledge and agree that if you voluntarily resign or the Company terminates your employment for Cause (each, a "Termination Event") prior to

the first anniversary of Issue Date of your certification, in that case you are bound to repay cost of the certification to the Company within 30 days of such Termination Event. As per the policy, you authorize the Company to immediately offset against and reduce any amounts otherwise due to you for any amounts due to the Company in respect of your obligation to repay the **certification cost** under this paragraph. In the event that an employee chooses to undergo a certification exam and does not successfully pass the examination, the cost incurred over the certification will be borne by the employee.

Non-compliance and Consequence : Non-compliance of any mandatory training such as Data privacy, POSH, etc will lead to severe business and legal consequences both for the Company as well as the employee.

Metadologie