

CERTIFICATION POLICY

Eligibility:

- 1.1. Employees working for Tricon Infotech Pvt. Ltd. for more than 6 months and those who have completed their probation successfully are eligible to apply for “Certification Reimbursement”.

Process:

- 1.2. Employee should submit an official request to his/her Reporting Manager in consultation with the Human Resource Department, mentioning the objective and the outcome of the certification. The request should be duly approved by the Reporting Manager.
- 1.3. An employee is eligible to get the Certification Reimbursement, up-to maximum of **Rs.10,000/-** with approval from his/her Reporting Manager. However, certification reimbursement claims for **more than Rs. 10,000/-** will require approval from the management/technology council/leadership. Please refer to annexure **9.9** under the recovery clause for such cases.
- 1.4. Employee can apply for **maximum of 5 certification** reimbursement requests in a Financial Year, however the total amount should be **with in Rs.35000/-**.
- 1.5. Reimbursement of the Certification expenses can be claimed only on the successful completion of the Certification, and the employee should submit the Original Copy of the Certificate and the invoice to the HR within one month of certification completion, along with the certification reimbursement form duly filled

Recovery Clause:

- 1.6. Employee would agree to abide by the rules and regulations of the company and shall not resign from the services within the next 6 months from the day of disbursement of the reimbursement. However, if he/she does so, the company would be following the below process:
- 1.7. The company may ask the employee to refund the entire amount disbursed towards the Certification Expenses.
- 1.8. To recover the entire amount from his/her Full & Final Settlement
- 1.9. **Recovery Clause on Special Approval:** If a single certification reimbursement cost is more than **Rs. 20,000/-** the employee shall not resign from the services within the next 12 months from the day of disbursement of the reimbursement. However, if he/she does so, the company may ask the employee to refund the entire amount disbursed towards the certification expenses.

Disclaimer: Any approval for the Certification Reimbursement is at the sole discretion of the Management, and changes in policies from time to time would be applicable.

VARIABLE PAY POLICY

Variable Pay is linked to the achievement of key goals and objectives crucial for meeting the overall goals of the organization. Variable Pay is assessed on a Quarterly/Annual basis as per the salary structures discussed during time of joining. The management holds rights to decide on the variable pay, based on the individual's contributions towards achieving the expectations set based on the responsibilities assigned and other organizational initiatives. The actual pay out of Variable Pay is based on Company's Variable Pay scheme in existence from time to time. In the event of any employee's separation from the Company, the payment of variable for a given evaluation period will be done only if he/she is on the rolls of the company as on the date of disbursement of this component.