



CAREER SERVICES POLICY

BACKGROUND

THIS CAREER SERVICES POLICY (HEREINAFTER "POLICY") FORMS PART OF THE OVERALL USER TERMS AND CONDITIONS APPLICABLE TO ALL HERO VIRED'S LEARNERS. THIS POLICY SHALL BE APPLICABLE TO ALL OUR PROGRAMS EXCEPT STATED OTHERWISE BY OUR CAREER SERVICES TEAM (HEREINAFTER "CST"). YOUR CONSENT TO BE PART OF HERO VIRED CAREER SERVICES PROCESSES SHALL BE SUBJECT TO YOUR FURTHER TRANSACTION WITH HERO VIRED IN THIS RESPECT AS PER BELOW TERMS. WE RESERVE THE RIGHT TO AMEND OUR POLICIES FROM TIME TO TIME AND URGE YOU TO KEEP YOURSELF UPDATED WITH LATEST CHANGES. AS OUR POLICY EXTENDS CERTAIN BENEFITS TO OUR ALUMNI, THEY ARE REQUESTED TO SEEK THE COPY OF THE LATEST POLICY APPLICABLE BY REACHING OUT TO HERO VIRED'S CST. THIS POLICY IS AN INTERNAL AND CONFIDENTIAL DOCUMENT AND LEARNERS WHO HAVE ACCESS TO IT ARE BARRED FROM SHARING IT TO ANY THIRD PARTY.

Interpretation Notes:

1. Words denoting the singular number shall include the plural and vice versa.
2. Reference to the words "including" shall be construed without limitation.
3. For the purpose of this Policy, wherever the context so requires "you/You" or "your/Your/yourself or they/their/them/themselves" shall mean Learners, and the term "We", "us/Us", "our/Our" shall mean Hero Vired.
4. Words used in capitals in this Policy have meanings as defined in the Policy. Words used in capitals and not defined here will have the meaning as defined in our Terms of Use on our Platform.

I. INTRODUCTION

Hero Vired has designed its programs to enable Learners to acquire industry-relevant skills and expertise relevant to the industry and market requirements. We actively engage ourselves with every Learner and help them build their career profile through continuous **Career Assistance** (as defined below).

This Policy provides for the processes and practices including governance of various aspects of **Career Assistance** at Hero Vired for our Learners.

Notes:

1. For any questions or queries regarding this Policy, please write to us at careerservices@herovired.com
2. Every Learner is expected to go through the terms of this Policy diligently and follow the instructions carefully.

II. POLICY OBJECTIVE

As part of our Career Services activities, we have the following objectives:

- ✓ Making our Learners aware of the Hero Vired Career Services Policy.
- ✓ Defining rules and regulations for participation in capstone projects/internships.

- ✓ Defining the code of conduct of Learners during the Career Assistance Processes.
- ✓ Provide conditions under which a Learner can be debarred from Career Services.
- ✓ Defining guidelines around pre-joining formalities and conduct on completion of the program.

III. DEFINITIONS

- A. **"Career Assistance"** means all the support, and related activities that CST undertakes with respect to its Learners (excluding Alumni) to facilitate preparedness of the Learners.
- B. **"Career Preparedness"** means support and assistance provided by CST to any Learner from the date of enrolment into any of our programs which includes Career Preparedness as part of the program. This includes all activities from equipping our Learners with the necessary skills and tools to crack job interviews (wherever they might apply in personal capacity during or after the completion of the program).
- C. **"Learner"** means Hero Vired Users who are eligible for Career Assistance by virtue of the program enrolled for/purchased by them as offered by Hero Vired.

IV. IMPORTANT TERMS

- A. **Validity:** This Policy is valid and effective from 1st April 2023 until amended, revoked or withdrawn by Hero Vired.
- B. **Amendment:** Hero Vired reserves the right to revise/amend/withdraw this Policy to suit various legal, business, customer and stake holder's requirements. You are required to be aware of any changes and review this policy periodically.
- C. **Disputes:** Any disputes or claims relating to this policy shall be decided by Lead - Career Services at Hero Vired, and the decision shall be final and binding.
- D. **Jurisdiction:** Courts of New Delhi shall have exclusive jurisdiction.

V. SCOPE OF CAREER ASSISTANCE

Scope of Career Assistance

Learners must mandatorily adhere to the grading criteria to be eligible for the final certification and career services.

The following activities will be undertaken as per the "Integrated Program Calendar" (which will be shared with the learner at the start of the program)

1. Interview Readiness Sessions

- 1a. Resume Building
- 1b. LinkedIn Profile Building
- 1c. Personal Branding
- 1d. Interview Preparedness

2. SME Sessions

- 2a. Industry Sessions
- 2b. Career Coaching Sessions
- 2c. Career Bootcamps

VI. CAPSTONE - (PROJECTS/INTERNSHIPS/APPRENTICESHIPS/CAREER PHASE)

Programs that have inbuilt capstone – (projects/internships/ apprenticeships) will be offered to Learners by the CST. CST will be entitled to allocate suitable capstone (projects/internships/ apprenticeships) to eligible Learner basis Learner's eligibility and career aspirations. Learner acknowledges that the decision of CST in this connection will be final and binding, and any request by a Learner for changing of the capstone - (projects/internships/ apprenticeships) shall be liable to be rejected.

VII. DEBARMENT FROM CAREER ASSISTANCE PROCESSES

You are liable to be suspended/debarred from our Career Assistance processes if you :

- I. Indulge in misconduct or misbehaviour with a company or Hero Vired staff, employees, representatives.
- II. Indulge in any kind of plagiarism or resort to unethical means during any part of the program.
- III. Present false or misleading information to Hero Vired.
- IV. Indulge in any acts prohibited under applicable laws.
- V. Indulge in any criminal act or wrongdoings.
- VI. Spread or cause to spread disharmony, discontent, or anti-national sentiments.
- VII. Are found indulging in any acts, which in the reasonable opinion of Hero Vired is unacceptable.
- VIII. Any arbitration with/ against the organisation
- IX. In addition to the above, if Hero Vired receives any notice against you from any government investigation body, court, or any other authority, we shall be entitled to forthwith suspend your participation in the program, without incurring any liability. Subject to an inquiry, if any Learner is found clean of the alleged wrongdoings mentioned above, the CST will revoke the suspension/debarment and notify the Learner.

VIII. REFUND/REIMBURSEMENT OF FEE

In the event a Learner either gets debarred from Career Assistance or chooses not to appear for any support processes under this Policy, the Learner will not be entitled to claim any refund or reimbursement of any fee paid by them to Hero Vired towards program.

IX. COMMUNICATIONS

Learners are required to maintain correct contact details (phone number and email ID) provided by them at the time of enrolling in our program. In case of any change, the Learner must promptly notify the Programs Support Team. Hero Vired shall not be liable for any non-communication or loss of communication due to outdated/incorrect Learner contact details.

Hero Vired Learners must update their contact details by writing to the Programs Support Team at the email ID programs@herovired.com.

X. DISCLAIMERS

1. Hero Vired reserves the right to change the policy as per their discretion.

XI. CONCERNS AND QUESTIONS

You may always submit your questions regarding eligibility/applicability of this Policy via email to us at careerservices@herovired.com. Hero Vired shall endeavour to respond to all reasonable concerns and inquiries.