

Effective from 1st August, 2016

CERTIFICATION POLICY

At PARKAR, we believe in continuous learning and to value this spirit, we have “PARKAR Certification Policy” in place which ensures that this purpose is fulfilled. Learning is a never ending journey and we want our PARKAR Employees to be on that journey and keep learning. Below mentioned guidelines will help one understand how to avail this benefit.

Eligibility

All PARKAR employees are eligible for this certification policy. Any employee serving notice period is not eligible for the reimbursement of the certification cost.

Approval Process

Certification Benefit will provide career developmental opportunities for PARKAR associates, by facilitating Certification & external trainings to motivate them for functional excellence. Employees need to obtain the following approvals prior to undertaking the Certification:

1. Initiate a discussion with your respective Practice Lead submitting a request for Certification. Along with the request have other necessary details such as Certification Name, Institute/Agency, Certification fee, duration of the certification course.
2. Practice Lead to review the application with respect to development needs, business impact, etc. and approves it accordingly.
3. Practice Lead to approve the request and obtain final approval from Human Resources for the required application.
4. Practice Lead to mail the relevant application and above approvals to the Applicant.
5. Human Resources will obtain a self-declaration in writing from the associate applying for certification, pertaining to recovery of certification expenses in case of termination/ resignation of employment within 6 (Six) Months of completion of the certification course.
6. Post Successful completion of his / her Certification Course, employee would be eligible to get the Certification Reimbursement.

Re-imbursement Process:

On successful completion of approved Certification Programs, PARKAR shall reimburse 100% of the certification fee. This reimbursement amount is not subject to tax.

The Reimbursement will be provided on submitting copies of the Certificate and relevant bills. The reimbursement application in GreyThr will be validated by Finance Department before pay-out.

Few points to note –

- No recertification or renewal of certification is covered under this benefit.
- Only certification fee is covered under this benefit for a single attempt. It does not cover expenses incurred towards training or tuition or books or any form of study material or coaching for the certification.

Version Control

Date	Prepared by	Reviewed by	Action
1 st August 2016	Snigdha Joglekar	Gaurav Singh	Created Policy