



Certification Policy

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4.	17 th June 2024	Updated claim process	1.3	Juhi Dewre	Zara Morghade
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Review: This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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Purpose

This guide has been developed to set up the process on how to avail the benefits of Parkar Certification Policy.

Certification Policy

At Parkar, we believe in continuous learning and to value this spirit, we have “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 yourself of this benefit.

Eligibility

All full-time employees who have spent 6 months in Parkar 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 training opportunities for Parkar employees, by facilitating Certification and external training to help them achieve functional excellence. Employees need to obtain the following approvals prior to undertaking the Certification:

- a. Before enrolling for a certification, employee is required to initiate a discussion with their respective Reporting Manager and submit necessary details such as Certification Name, Business justification, Institute/Agency, Certification fee, duration of the certification course in an e-mail for approval.
- b. Reporting Manager to review the request and approve it.
- c. Post Successful completion of his / her Certification Course, Employee would be eligible to claim Certification Reimbursement.

Re-imbursement Process:

- On successful completion of approved Certification Programs, the employee will need to raise a Certification reimbursement claim in the HRMS.
- While raising this request, employee must upload the e-mail approval from the manager, the successful course completion certificate and the invoice.
- The request will then need to be validated and approved in the system by the Reporting manager as well as the Finance Team.

The claim disbursement will be done within the next Payroll Month from the date of approval of the request.

Please note:

- a) No recertification or renewal of certification is covered under this benefit.
- b) Parkar shall reimburse 100% of the certification fee. This reimbursement amount is not subject to tax.
- c) 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.
- d) In a year's time, an associate can apply for more than one certification reimbursement as per business need.

- e) The company reserves the right to revise, supplement or rescind any provisions of the policy, as deemed appropriate, without any advance notice. Employees will be notified of such changes as they occur.
- f) If an associate separates (voluntary or involuntary) within 1 year of associate availing this benefit, the reimbursed amount will be fully recovered from the associate.

Violation of Policy

All employees are obligated to report violations of this policy to hrops@Parkar.digital immediately. The HR Head and Finance Head must approve any exceptions to this policy in advance.

Enforcement

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

Document Owner and Approval

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralized location with appropriate access control.