



Upskilling and Continuous Learning Policy

Prismberry Technologies Private Limited

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Purpose

To foster a culture of continuous learning and professional growth, this policy mandates a structured upskilling program for all engineering employees. The program is designed to enhance technical competencies and soft skills, ensuring that our workforce stays competitive in the dynamic technology landscape.

Scope

This policy applies to all full-time employees within the engineering function across levels and designations.

Policy Overview

- **Technical Courses:**
 - Each engineering employee is required to complete at least **one technical course** every **quarter**.
- **Soft Skill Courses:**
 - Each engineering employee is required to complete at least **one soft skill course** every **six months**.

Budget Allocation

A budget will be allocated to each employee based on their designation for both technical and soft skill courses. This budget covers course fees, and any expenses incurred over the allocated amount will not be reimbursed unless approved in advance by the employee's direct supervisor.

Designation	Quarterly Tech Course Budget	Biannual Soft Skill Course Budget
Junior Engineer	Rs. 1,000	Rs. 500
Software Engineer	Rs. 1000	Rs. 500
Senior Engineer	Rs. 1500	Rs. 750
Lead Engineer	Rs. 2000	Rs. 1000
Engineering Manager	Rs. 4000	Rs. 5000
Director/VP	Rs. 5000	Rs. 7500

Eligible Courses

- **Technical Courses:**
Courses should focus on skills related to the employee's role or future career development, such as AI skills, programming languages, cloud technologies, DevOps, architecture, security, etc.
- **Soft Skill Courses:**
Courses that enhance communication, leadership, teamwork, time management, conflict resolution, and other interpersonal skills.
- Courses must be taken from recognized platforms or training providers (e.g., Coursera, Udemy, edX, LinkedIn Learning) or any provider pre-approved by the organization.
- Free courses may be accepted if accompanied by a verified certificate.

Reimbursement Process

- Employees must submit proof of course completion and a tax invoice/receipt within 30 days of completing the course.
- Reimbursements should be submitted through the company's expense management portal and will be processed within standard reimbursement timelines.
- Course expenses must fall within the allotted budget unless pre-approved.

Performance Evaluation

- Successful completion of the required courses will be factored into the employee's **performance evaluation**.
- The completion rate, relevance of the courses, and application of the skills acquired will contribute to both **annual performance reviews** and **promotion considerations**.

Non-Compliance

- Failure to complete the required courses within the specified timeframes will be reflected in performance reviews.
- If an employee consistently fails to meet the upskilling requirements, this may result in a discussion with management and affect eligibility for bonuses, salary increments, or promotions.

Flexibility & Exceptions

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- For high-value, leadership-oriented soft skill programs exceeding the budget, **once-a-year exceptions** may be granted with prior approval from the employee's manager and HR.
- Internal trainings/workshops can substitute for external courses if formally recognized by HR

Additional Guidelines

- The HR team will maintain a **recommended course directory** and support employees in course selection.
- Employees are encouraged to discuss course options with their supervisors to align the chosen courses with their current role and career growth aspirations.
- Requests for course recommendations or approvals outside of the recognized platforms should be directed to the HR team.

Support & Resources

For any questions or support related to this policy, please contact the HR team