

Policy: Policy on Trainings

PL No. – 58

Issued On – 14/09/2021

Revised On – 2/12/2022

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Company shall organize various trainings in routine on various subjects which are related to organizational skills. These trainings will either be In-house or done outside. Apart from these routine trainings, employees can also apply for company sponsored trainings.

The company will sponsor any trainings which is to groom staff in personal capacity or professional capacity. However sponsorship shall be subjected to following conditions.

- 1- Any employee can only apply for such trainings when he is in good standing with Company.
- 2- Any employee at any level can apply for such trainings, however he will have to later submit copies of his certificate as proof of training done.
- 3- Employees getting their trainings sponsored from company will be subjected to different contracts of 2 year to 5 years in length.
- 4- The type of contract will depend upon various factors such as – Cost of training, time taken in training and agenda of training.
- 5- Any contracted period will commence after the employee has finished the trainings he was sponsored for.
- 6- Breach of contract will call for refunding all the money paid by company in terms of fee, transport, accommodation and any other expense occurred on company's part.
- 7- For application of training, please use the policy no. 50 and apply them in the manner laid out in CSW.
- 8- All sponsored trainings up to 75,000 (Annual limit for each staff), will be approved by HR – Head.
- 9- Any other training costing beyond 75,000 will require final approval from Management.
- 10- After approval and during the time employee is on training, if there are any gross violations of any policy which calls for termination of the employee, in such events employees will be called to refund the money paid by company for their trainings.

Written By
Head – HR

ok Approved



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Approved By
Management