

**INTEGRATED CAPITAL SERVICES LIMITED (ICSL)**

**EMPLOYEE EDUCATION POLICY**

## 1. **Definitions:**

“**Employee**” means a person who is in full time employment of the Company.

“**Education Program**” determines the advancement of an employee in their respective profession

“**Policy**” means Employee Education Policy

“**Professional Institute**” means the institutes imparting courses in the field of Accountancy, Law, Management etc.

“**Company**” means Integrated Capital Services Limited registered under the Companies Act, 1956

## 2. **Purpose:**

The purpose of the Policy is to encourage employees of the Company to further their careers by undertaking continuing education programs and courses. This Policy provides an avenue to the employees to further and avail educational opportunities to achieve development of knowledge and growth.

The Company will facilitate studies from which knowledge can be gained that will build up performance in a significant portion of the employee’s present position.

## 3. **Eligibility:**

To be eligible to participate in the Employee Education Program, employees must meet the following criteria:

- i. The employee must be a full time employee who has completed atleast one year of service.
- ii. Must meet academic requirements for the enrolling institution.
- iii. In good standing with the Company and Professional Institute.
- iv. After completion of the education program, the employee shall have to work minimum half f the period of Education Program.

## 4. **Payment Policy:**

- i. Reimbursable costs include tuition fees only.
- ii. No costs for transportation will be provided.
- iii. If pre-payment for tuition fees is requested and approved, the Accounts Department will arrange for the necessary advance.
- iv. All requests will be processed through Accounts Department, which will be responsible for developing a budget and maintaining records.

## 5. **Leave of absence for educational purpose:**

Employees are normally expected to attend the classes that do not conflict with normal working hours of the Company.

The Company will provide the paid leave for attending examination. The absences during the examination must be approved in advance by CFO of the Company, who must also approve the arrangements to make up the absences.

**6. When benefits end:**

If the employees leave the Company between the education program, no reimbursements to the employee will be payable and all the previous reimbursements will be settled with the employee.

**7. Review and Amendment:**

- i. The Board may review the Policy as and when it deems necessary.
- ii. This Policy may be amended or substituted by the Board as and when required.
- iii. This Policy shall be reviewed at least once every year to ensure it meets the requirements and needs of the organization.