



Reliance Infrastructure Limited

Learning & Development

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

Title	Learning & Development
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Learning & Development
Final Approval	CHRO (Chief Human Resource Officer)
Topics	<p>This document covers the policies and guidelines with respect to</p> <p>Identification of Training Needs</p> <p>Internal / External Training process</p> <p>Study Leave</p> <p>Service Bond</p>
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

1. Background

- 1.1. This policy provides guidelines on the local or overseas external training for the purpose of development of our employees.

2. Principles of Employee Development

- 2.1. It is recognized that our organization depends on the knowledge, skills, expertise and motivation of its human resources. The development needs of employees are, therefore, amongst our organization's major and long-term aims. This priority need can be achieved by:
 - 2.1.1. providing employees with training opportunities to achieve maximum effectiveness in the shortest possible term;
 - 2.1.2. ensuring that employees develop their skills and capabilities to be able to operate flexibly and respond rapidly to changes within their organisations;
 - 2.1.3. improving performance in their present duties;
 - 2.1.4. ensuring that the best use is made of the natural abilities and individual skills of all employees for the benefit of the organisation and their career.
- 2.2. Development and training is a continuous and systematic process. All training should be based on the identification of the organisation's needs related to its corporate functions, policies and objectives within the general administrative framework of the HR Service. The process of training should necessarily be directed to inculcate in every employee a sense of professionalism, excellence, motivation and customer satisfaction.

3. Identification of Training Needs

- 3.1. Training is not effective unless it has a purpose and that purpose can only be defined if the training needs of an organisation and its employees are identified and analysed.
- 3.2. The training need should be recommended through reporting officer.
- 3.3. Training needs, should primarily be analysed for the organisation as a whole, secondly for groups or units with particular functions and thirdly for individual employees. These needs should be summarized in order to establish the areas and priorities for training and the form of training to be adopted. This overall summary should include the following information:
 - 3.3.1. the number of employees in each category;
 - 3.3.2. the number of employees requiring training;
 - 3.3.3. the type of training to be provided [internal or external]; and
 - 3.3.4. an indication of training priorities.

4. Internal Training

- 4.1. The list of training program to be conducted internally shall be made available to all employees every year before the appraisal process.
- 4.2. The employee and his/her immediate supervisor shall select the appropriate training program relevant for his development.

- 4.3. The recommendations for training received through the Appraisal Forms shall be forwarded to HR. HR shall draw out the training calendar based on the list of training programs recommended.
- 4.4. HR shall directly send the invitation to the specific employee through his/ her Superior giving reference to the recommendation received during Appraisal process.
- 4.5. The attendance for the training program shall be confirmed by the concerned employee and his superior.
- 4.6. HR shall maintain the data base of training program attended by each employee.
- 4.7. Each employee shall be given at least two opportunities to attend the recommended training program if he/ she could not attend the same on the first scheduled date.

5. External Training

- 5.1. When it is not possible to provide internal training in specific and specialised areas, departments have to use external resources in order to enhance the academic level and particular skills and abilities of their employees. This type of training requires careful planning and study. Courses offered by educational institutions and training organizations should be evaluated beforehand so as to ensure that they provide the type and level of training required by the department and each employee (refer Annexure – 2 for Rules governing External Training).
- 5.2. External training is a useful tool for the development of managerial, supervisory, professional and technical skills. It should provide quality training which might be unavailable internally. It can be used to implant highly specialized knowledge or advanced skills and has the added advantage of broadening the horizons of those exposed to it. This form of training should be regarded as a complementary activity which serves to stimulate learning or provide knowledge and skills that cannot be obtained through internal training. However, it should always be subsidiary to what an individual does and learns in his/her normal place of work.
- 5.3. A department may resort to this form of training subject to availability within India.

5.4. Permission to Attend Local Conferences, Seminars, etc

- 5.4.1. It is desirable to encourage employee to keep abreast of developments in particular fields. Heads of Department may, therefore, authorize the attendance of employees at local conferences, seminars and other activities held during working hours.
- 5.4.2. However, in order not to disrupt unduly departmental routines, such permission should be given only if it is in the department's interest to be represented.
- 5.4.3. Before employees are allowed to attend local Conferences, Seminars etc. it is necessary to obtain prior approval of the Functional Head as well as Corporate HR Head. Such authority may be granted according to the needs and exigencies of the department concerned.

6. Study Leave for Courses

- 6.1. Employees who wish to take up any full-time courses in higher studies may be granted unpaid study leave subject to the following provisions:
 - 6.1.1. the employee has completed at least one year service with the Company;

- 6.1.2. documentary evidence is produced certifying the employee's admission for the course of studies.
- 6.1.3. the course has a direct connection with the employees' current duties;
- 6.1.4. provided the employing departments are able to release the employees without needing a replacement and the request is recommended by the employee's Head of Department;
- 6.1.5. Approval of unpaid study leave may be granted for a period not exceeding six months.

6.2. Facilities for Time-Off

- 6.2.1. The grant of time-off to employees in order to attend courses of study during office hours is bound to cause some disruption to the employing department. Therefore, time-off should be granted very sparingly except where it can be shown that such attendance would clearly be beneficial to the Company. A general condition for the grant of time-off is that an employee must show that the course he/she desires to attend is not available after normal working hours.
- 6.2.2. Subject to the above conditions, the grant of time-off is regulated as follows:
 - i. **Compulsory attendance** - Where attendance at lectures is insisted upon by the employing department, time-off may be granted without the need to compensate for lost working hours by after-hours attendance.
 - ii. **Non-compulsory attendance** – (Background or vocational training)- Where employees seek to attend lectures or courses with a vocational bias and having a definite bearing on their work, time-off may be allowed subject to the employee concerned making up for 50% of such time-off by after-hours attendance and provided work is not allowed to accumulate or fall in arrear;
 - iii. **Non-vocational training** - Where employees seek permission to attend courses which have no direct connection with their work and are not likely to make them more efficient in their duties, time-off, within a limit of six hours per week, may be granted on condition that it is compensated for by an equal period of attendance outside office hours and subject to its grant not causing any inconvenience or additional expenditure.
 - iv. Where time-off is granted, its continuation is conditional on satisfactory progress in the course of studies.

7. Service Obligation / Bond

- 7.1. When employees attend courses of study which involve the expenditure of Company's funds in any form (including the payment of salary), they are required to sign an undertaking (refer Anexure 3 for the format of Undertaking) binding themselves to serve in the Company for a specific term.
- 7.2. Whatever the duration of the course, however, the total period for which employees are bound should not exceed five years. If the course of study leads to the acquisition of academic qualifications, employees will also be required to enter into a formal act of hypothecation with their Department in guarantee of fulfillment of the terms of the undertaking.

- 7.3. Employees taking up a course of training which is a pre-requisite for appointment are normally required, in terms of the relative call for applications, to enter into a contract to serve their Department and to hypothecate their property in guarantee of fulfillment of the terms of the contract.

8. Submission of Reports on Training Programmes

- 8.1. Employees who have attended external training, visited abroad for study purposes or attended a seminar or conference are required to submit a report on the course, seminar, symposium or attachment, immediately on after the completion of such training seminar or visit.
- 8.2. The report should cover the following aspects, besides other aspects which employees consider as being important:
 - 8.2.1. details of the course attended;
 - 8.2.2. teaching methods adopted;
 - 8.2.3. degree of participation by employees;
 - 8.2.4. assessment of relevance to employees' duties;
 - 8.2.5. benefit which has been derived;
 - 8.2.6. possible application of knowledge and/or experience gained in the departments in which the employees are working, and/or in the service generally.
- 8.3. One copy of the report is to be forwarded to HR. Where a report contains information or suggestions which are of interest to other departments, a copy of the report should also be sent for the information of these departments.

Annexure - 1

UNDERTAKING*[To be given by employee before going for external training]*

I acknowledge that in accepting the nomination for training awarded to me to enable me to follow a course in¹ _____ tenable in² _____ during the period³ _____. I take advantage of the Company's funds in order to complete the said training and I agree that on completion of the training / studies, I will continue to serve Reliance Infrastructure Limited for a period of⁴ _____ months / years from the date of my return.

I also accept that the above-mentioned training is being granted to me under the conditions set out in the rules governing the deputation for training to which I hereby bind myself, a copy whereof is being signed by me and attached hereto.

I also bind myself to pay the Company the penalty⁵ of Rs._____ for failure to comply fully with my obligations according to this undertaking.

	Applicant	Witness	Representative of Reliance Infrastructure Limited
Signature			
Employee name			
Employee number			

Note:

1. Subject of the Course
2. Place and Country of Study/Training
3. Dates of the Course
4. As per paragraph 3 in Annexure -2
5. Penalty incurred according to the criteria shown in Annexure -3

Annexure - 2**RULES GOVERNING THE EXTERNAL TRAINING**

1. A training cost will cover all monies, including salary, paid to the employee as well as any payments effected by his / her Department/Company on his / her behalf, in pursuing the approved course of studies/training.
2. The employee will be required:
 - a. to devote his/her whole time to follow the course of instruction for which the training, unless permission to undertake other work or to change his/her course is granted by his/her Department;
 - b. to sit for prescribed examinations or approved group of examinations;
 - c. to satisfy his/her Department as to attendance, conduct and progress by reports from the head of the institution or other authority under whom the course of training is being undertaken.
3. Before proceeding on training, the employee will be required to sign an undertaking binding himself / herself to serve his/her Department / Company for a given period, as stated hereunder, from the date of termination of his / her studies.
4. A Training may be suspended or terminated if:
 - a. reports on the Employees work or conduct are unsatisfactory;
 - b. The employee, without reasonable excuse, fails to pass a prescribed examination within the time fixed by the authorities of the institution which he / she is attending, or by his / her Department;
 - c. The employee engages in any occupation which is detrimental to his / her progress in the course of studies prescribed for him/her or accepts any paid employment without the permission of his/her Department;
 - d. The employee becomes unfit to complete his/her studies owing to illness or is absent from his/her studies for more than six months owing to illness.
5. In the case of courses abroad the cost of a return passage will be met if the employees training is terminated for reasons stated above provided that, if the employee declines to travel at the earliest opportunity without reasonable excuse, he / she will lose his/her right to a free passage and the payment of any allowance which he/she may be receiving will cease forthwith.
6. The employee must notify his / her Department / Company of the date of termination of his / her course. This declaration is to be supported by documentary evidence from the university or institution which he/she is attending confirming the effective date of termination.
7. The employee may be required to pass a medical examination before selection and he / she may also be required to submit to an annual medical examination during the tenure of the training.
8. The employee may also be required to refund all or any part of the expenses incurred by his/her Department /Company on his/her behalf and in connection with his / her Training
 - a. if the training is suspended or terminated for any reason;
 - b. if he/she fails to complete the course successfully, or
 - c. if he/she fails to serve his/her Department / Company as stated in paragraph 3 above.

9. For this purpose the employee may be required to enter into a formal act of hypothecation with his / her Department before departure.
10. Every candidate undertaking a course of study abroad is to report any physical or mental illness which makes it impossible for him/her to continue with his / her studies the Company. The Company will then engage a doctor to examine and report on the candidate's health. Where a candidate has already received medical attention, the doctor appointed by the Company may consult the candidate's personal physician. In those countries where the Company has no resident representation a candidate falling sick and having to abandon his/her course is to bring back with him/her to India a medical certificate from a qualified medical practitioner indicating why he/she is unable to continue with his/her studies. Any such certificate should be authenticated by the appropriate authorities in the country in question. Unless such a certificate is produced, no consideration can be given to any request for any abatement of the amount due to be refunded.
11. When a candidate undertaking a course of study locally is unable to go on with his / her studies because of any physical or mental illness he/she is to be referred for examination to the chief medical officer of the Company, who will report on the candidate's state of health. Consideration of any request for any abatement of the amount due to be refunded will only be given when an official certificate of ill-health is produced.

Annexure - 3

OBLIGATION / BOND CRITERIA

Duration of Training / Course	Period of Obligation	Penalty
Up to 1 week	Six months	To pay back the reimbursement towards the course fees & salary payable during the study period along with the interest computed @ 15%, subject to maximum of Rs. 1 lakh
Above 1 week and up to 1 month	Nine months	To pay back the reimbursement towards the course fees & salary payable during the study period along with the interest computed @ 15%. subject to maximum of Rs. 2.5 lakh
Above 1 month and up to 3 months	One Year	To pay back the reimbursement towards the course fees & salary payable during the study period along with the interest computed @ 15%. subject to maximum of Rs. 5 lakh
Above 3 and up to 6 months	Two Years	To pay back the reimbursement towards the course fees & salary payable during the study period along with the interest computed @ 15%. subject to maximum of Rs. 10 lakh
Above 6 and up to 9 months	Three Years	To pay back the reimbursement towards the course fees & salary payable during the study period along with the interest computed @ 15%. subject to maximum of Rs. 12.5 lakh
Above 9 and up to 12 months	Four Years	To pay back the reimbursement towards the course fees & salary payable during the study period along with the interest computed @ 15%. subject to maximum of Rs. 15 lakh
Above 12 months	Five Years	To pay back the reimbursement towards the course fees & salary payable during the study period along with the interest computed @ 15%. subject to maximum of Rs. 20 lakh