
AZURE POWER INDIA PVT. LTD.

POLICY

POLICY FOR EMPLOYEE EDUCATION

DOC. NO: HR-PL-009

Rev. Number: 02

Date: 07-08-2020

Process owner
Sr. GM - HR

Approved By
Head - HR

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I. Context –

Azure Power strongly believes that continued learning is a key part of engagement, growth and development of an employee. Azure Power believes in nurturing the aspirations of their employees and provides them a platform to upgrade their skills and capabilities.

This policy outlines the procedure and guidelines for helping employees to grow professionally via pursuing educational and development programs (EDPs).

These programs may be recommended by the organization or may be opted by the employees.

II. Pre-considerations -

Azure Power holds absolute discretion, on providing education assistance to their employees. The organization would consider assisting the employees where –

- The proposed educational program/course is relevant to Azure’s business requirements
- The proposed program/course is relevant to the employee’s career development with Azure

III. Types of programs

Eligible employees may seek/get assistance for following type of programs –

- Professional development - Short term programs (duration <=10 days)
- Education programs - Long term University accredited certification/diploma courses (duration - 3months – 3 years)
- MOOCs (Massive Open Online Courses)

IV. Eligibility

The policy is applicable to all employees designated as “General Manager” and below. The following would be applicable to Azure EDP Program.

- Long Term Courses:
 - Tenure: 2 years or more of continuous employment on roll of Azure Power.
 - Appraisal Rating: 4 or above, the last performance appraisal cycle.
- Short Term courses:
 - Tenure: 1 year or more of continuous employment on roll of Azure Power.
 - Appraisal Rating: 4 or above, in the last performance appraisal cycle
- MOOCs:
 - Tenure: 6 months or more of continuous employment on roll of Azure Power.
 - Appraisal Rating: 3 or above, in the last performance appraisal cycle.

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V. Application process : –

V.a. For employee opted programs:

Employees are required to send an email for educational assistance prior to enrolment in the relevant educational course. This application needs to be sent to the Reporting Manager, with a copy to the Reviewing manager.

Email should include the following details:

- Course name
- Type of qualification being pursued
- The name of the educational institution in which the course will be undertaken
- The duration of the course, indicating whether it will be completed on a part-time, fulltime or by distance learning basis
- A list of the course subjects
- An itemized list of the costs involved in completing the course (e.g. course fees and other expenses expected to be incurred such as textbooks, travel, boarding and lodging etc.) and evidence to confirm these costs
- An explanation of how the course of study directly relates to the employee's current/prospective job description and responsibilities and how it will contribute to the employee's career development
- An explanation of how the course of study is relevant to the business objectives of Azure

**Employee may not seek assistance for courses for which they have already enrolled/completed.

V.b. For MOOCs:-

A massive open online course (MOOC) is an online course aimed at unlimited participation and open access via the web. Most of these courses can be taken for free, by registering on the respective MOOC platform (EdX, Coursera, Udacity, etc.), however, there maybe a small certification fee attached to the course. The courses are put together by world's best universities and instructors.

Employee needs to register with the MOOC platform and select a course of their choice. Once selected, they need to send an email to auniversity@azurepower.com with details of the course/s applied. The mail should also include details of financial assistance, if any, needed for the course.

VI. Approval process: A Employee opted short/long term courses/programs: - Reporting and Reviewing Manager, on receipt of such application would consult along with the HR Head and Division Head, for approval or rejection.

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Each Division may approve course for upto 10% of their employee base (per year), depending on the employee's past performance and benefit to the company. For Divisions having less than 10 employees, 1 nomination maybe approved.

Post approval from the Division Head and HR Head, the recommendations would be sent to the CEO.

Final approval of the application is at the sole discretion of the CEO.

It is the responsibility of the Reporting Manager that the entire approval process should be completed within 15 days from the receipt of application from the employee. Final Approval/rejection to be communicated, to the employee, in writing.

VIB. For MOOCs:

MOOC applications need not undergo a formal approval process. However, the employee needs to intimate the reporting manager, Azure University and the head of LnD via an email about them taking up a MOOC course. In case the employee wants Azure Power to sponsor the course certification, they need to take approval from the reporting manager and share the same with Azure University and the head of LnD.

Each Division may approve any number of MOOCs for their employees, basis their budget availability and considering the employee's past performance and benefit to the company.

VII. Benefits/Financial obligations –

Azure Power will bear the cost of the approved programs, to an extent as mentioned below:

Band	Upper limit for short-term course (per day)	Upper limit for long-term course	MOOCs
SM2	35000	4,00,000	10, 000 per person
MM1	25000	2,00,000	
MM2	20000	2,00,000	
EX1	15000	1,00,000	
EX2	10000	1,00,000	
SS1	5000	50,000	
SS2	2000	50,000	

Please note:

- One employee may opt for only one short or long-term course during a Financial Year
- An employee may undertake multiple MOOCs in one Financial year; however, Azure Power will sponsor only up to 2 certifications per person, per Financial year.

VIII. Payment:

- The payment for the programs to be made by the employee and reimbursement to be claimed from the company. Reimbursement will be subject to maximum limits, as

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mentioned in Section VII. If the cost of the course is more than the specified limits, employee may seek reimbursement to the maximum limit allowed in section VII, provided the necessary approvals have been taken via the application process. Reimbursement norms mentioned below:

- Short term courses – Employee may claim 100% of the course fee, post completion of course. Employee to submit the invoice and course completion certificate, along with the necessary approval emails. These to be added as attachments and reimbursement to be claimed via the claim's portal
- Long-term courses – Employee may claim 50% of the course fee after successfully registering for the course and balance to be claimed after course completion. Employee to submit the invoice and course completion certificate of the course, along with the necessary approval emails. These to be added as attachments and reimbursement to be claimed via the claim's portal.
- MOOCs - Employee may claim 100% of the course fee, post completion of course. Employee to submit the invoice and course completion certificate of the course, along with the necessary approval emails. These to be added as attachments and reimbursement to be claimed via the claims portal

Note –

- Costs to be reimbursed may comprise of - Tuition Fee, Registration Fee, Education/Online Fee and Certification Test Fees
- Any travel, boarding, or lodging expenses incurred by the employee for attending the course, need to be borne by the employee
- All reimbursements applicable, only if the employee continues uninterrupted service on the payrolls of Azure Power
- If an employee exits the organization, or is forcefully terminated, before one year from the completion of a short-term program and two years from the completion of a long-term program, the company reserves the right to recover any fee/expense reimbursed to the employee so far, as part of the Full and Final settlement

Following fee/expenses in respect to the courses will not be reimbursed:

- Travel
- Boarding
- Lodging
- Stationary expenses
- Late payment fees
- Campus visit fees

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- Fees for re-appearing for an exam, incase the employee unable to get the required grades in the first attempt
- Library Fee – Access/Upgrade
- Document Fee
- General Service Fee
- Partial Payment Fee
- Printing, transcript Fee
- Lab supplies
- Facility Fee
- Recreation Centre Fee
- Parking
- Counselling Fee
- Accidental Insurance Premium
- Association Fee
- I.D. Tag
- Student Activity Fee, Student Union Fee
- University Union Dues/Fees
- Software/Hardware costs
- Any other fee/expense not mentioned under inclusions section

VIII. Leave considerations –

Any absence from work, for upto 5 days, (over a period of 6 months) - for attending the approved program, will not be considered as leave and will not be deducted from the employee leave balance

Any leaves taken by the employee to prepare for assessments for any courses, will be considered as a Casual or Earned leave, as the case maybe. Employee is expected to apply for these, basis the usual leave application process

IX. Employee responsibility –

- The application closure date for the course selected should be at least 2 months from the time of application.
- To the extent possible, class attendance should be scheduled during non-working hours.
- Incase any classes need to be attended during the company working hours, employee to ensure no impact on the assigned work and a deputy to be assigned for any important task/ key responsibility to be carried out in the absence of the employee
- Employee to record their learning progress on the Company's Learning Management System (Connect with the LnD SPOC to do the same)
- Diligently complete all courses taken through the program
- Strive to achieve the best of grades in any assessments undertaken.
- For all courses, raise timely requests for travel, boarding, lodging, within the limits of entitlement and ensure claims submission within 30 days of travel

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- Any claims submitted, to be supported with invoices, receipts, course completion certificates, markets, etc., as applicable

X. Bringing it back to the organization:

- Employee to give presentation to the reporting Manager, Division Head and the CEO on the key learnings and the plan to enhance his/her contribution to the organization in current role/future role.
- Employee to cascade the learning to pre-identified team members/peers/other colleagues in a succinct presentation on a relevant topic.

Revision History:

Rev No.	Date	Description of Changes	Prepared by	Reviewed by	Approved By
00	26-02-2019	New Release	Sr. GM -HR	Sr. VP HR	CAO
01	17-07-2020	Revision as per the DCR Received and Track Change done.	Manager - HR	Sr. GM - HR	Head - HR
02	07-08-2020	Changes as per the DCR and Track Changes done	Manager - HR	Sr. GM - HR	Head - HR

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