

YASKAWA	<i>PROCEDURE MANUAL</i>	Procedure No	YIND-H-PR-52
	Tuition Reimbursement	Date & Rev No	01.10.2018 / A

PURPOSE

YIND supports the continuous development of skills and capabilities in its people and makes a significant investment to provide you with learning opportunities. These learning opportunities are comprehensive in nature and address skill building and capabilities as determined from time to time by YIND's business strategy. They align with the business of the organization as well as the on-going professional development you need and are available through an appropriate mix of both internal and external offerings. These offerings include formal and informal training, on-the-job experiences, participation in special seminars and other educational events, as well as individual self-development activities.

YIND recognizes the need to be market relevant and the need to be able to attract and retain high performers. Therefore, in select situations YIND will provide tuition reimbursement for extra-curricular education that directly relates to the business of YIND, and the skills required for success.

This Policy and accompanying procedures provides financial assistance to Covered Employees for certain pre-approved educational expenses that support their -

- (i) continuing growth in current assignments, or
- (ii) career development plans.

Persons Covered

All Employees of YASKAWA India Pvt Ltd

POLICY

Eligibility:

All Employees with confirmed on services at YIND

Covered Employee does not include

- 1) any YASKAWA employee who is on a disciplinary charge; or
- 2) any newly hired employee who was enrolled in classes prior to their hire date; or

Adoption of this policy is determined by the YIND Management.

APPROVAL

A Covered Employee must provide proposal to his/her manager & gain approval from HR / Management prior to registering for any courses.

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HR Dept.	Leadership Team	CEO

Approved Criteria and School Qualifications

This Policy requires that the covered Employee be enrolled in a program and working toward a skill / knowledge such as:

1. Certifications and Accreditations

Situations that require to have additional certifications or accreditations to perform or upgrade role at all levels

2. Non-degree and Advance Degree programs

Guidelines for Non-degree Programs and Degree Programs are addressed in this policy and under two different categories:

- Non-Degree and Undergraduate Degree Programs

Subject to requirements as stipulated within this policy, YIND may provide reimbursement for the completion of non-degree or undergraduate degree programs to assist you in requisite skills development and future career growth within YIND.

- Advanced Degree / Programs

YIND recognizes the importance of advanced degree programs and the benefit of our people having such qualification. This would include Masters' programs such as Master of Business Administration (MBAs) / Specializations / or any such equivalent degree / Programs.

Non-business-related elective and prerequisite courses necessary to fulfill the requirements in an authorized field of study are generally eligible for reimbursement under this Policy.

The following conditions must be satisfied before obtaining any reimbursement under this policy:

- You must be employed by YIND and be an employee in good standing to qualify for YIND sponsorship.
- A clear need to pursue a program should be established as part of your development plan. Such a need is usually assessed and reviewed by Reporting manager / Division Head as part of ongoing performance achievement.
- YIND will sponsor up to a maximum of Rs. 100,000 (One lakh) per employee per course in a block of Three [03] years. Sponsorship up to this amount is determined and approved by the participating Division Head. Employee will bear any costs over and above this amount.

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- In no case will an employee be reimbursed for not more than 90% of the Tuition fee expenses incurred toward approved program and taxable as per the Income Tax Act (if any)
- Eligible Expenses under this Policy include: (A) Tuition (B) Registration fees (C) Required text books (D) Required lab fees (E) On-line electronic) course fees from nationally accredited institutions, provided they meet criteria for approval.
- Approvals will generally only be granted for courses that are scheduled during non-working hours that qualify for credit toward an accredited college or post-graduate degree in an authorized field of study and satisfy at least one of the following criteria: (A) Enables the Covered Employee to maintain or improve the skills necessary for his or her current job. (B) Supports the Covered Employee's career development plan, together with the strategic business objectives of the Covered Employee's business unit.
- As reimbursement guidelines will be provided by HR / Finance department. You should provide them with all relevant payment details and obtain their approval in advance of making any tuition payments yourselves.
- Approvals for any reimbursement within this policy need to be obtained prior to course commencement. You must sign a Two (2) years contractual agreement with YIND prior to receiving any benefits under this policy.
- YIND sponsorship is offered on the condition that you successfully complete the specific program for which YIND reimbursed costs under this policy. You are required to remain with YIND for a minimum of 24 months after the date of such course completion. If you voluntarily leave YIND or is discharged for "cause" prior to completion of this timeline, you will repay to YIND a pro-rata amount of 1/24 (one twenty-fourth) of the total YIND sponsorship for each month not worked.
- In exceptional circumstances it may be necessary for you to postpone or cancel participation (due to illness, family situation etc.). You need to inform local HR as early as possible, and local HR will facilitate a resolution as per review and approval. Such situations are handled on a case by case basis.
- Upon successfully completing a program, you may be credited months at career level, if necessary, to bring you up to the minimum level at which you would have been hired if you joined YIND with such a qualification.
- Requests for reimbursement must be submitted within 60 days of course completion.

Special Situations and Exceptions

Covered Employees affected by internal career advancement opportunities, shift changes or military service that adversely impacts the Covered Employees' ability to successfully complete a course(s) will be reimbursed their Eligible Expenses upon the submission of documentary proof of payment and a written statement from their immediate supervisor summarizing the intervening circumstances.

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Covered Employees impacted by a reduction in force will be eligible for reimbursement under this Policy even if their coursework is not completed until after their termination date.

Impact on other YASKAWA India Benefit Plans

Reimbursements under this Policy are not considered “earnings” or “compensation” for any YIND - sponsored benefit plan. For example, education Tuition reimbursements are not considered pensionable pay for purposes of YIND’s pension plans.

Interpretation, Amendment, Termination of this Policy

The Human Resource is responsible for the interpretation and regulation of this Policy, must approve, in writing, any exceptions to this Policy.

The Company reserves the right to modify or terminate this Policy at any time; provided, however, that any modification or termination will not affect an employee’s entitlement to reimbursement for Eligible Expenses hereunder to the extent such amounts were properly reimbursable under the terms of the Policy as of the date of such modification or termination.

This Policy supersedes any prior educational assistance or tuition reimbursement policy maintained by the Company for or on behalf of Covered Employees.

This Policy is not intended to create contractual obligations. Employment with the Company is at will, which means that either the Company or the employee may terminate the employment relationship at any time and for any reason, without notice.

VALIDITY & CHANGE

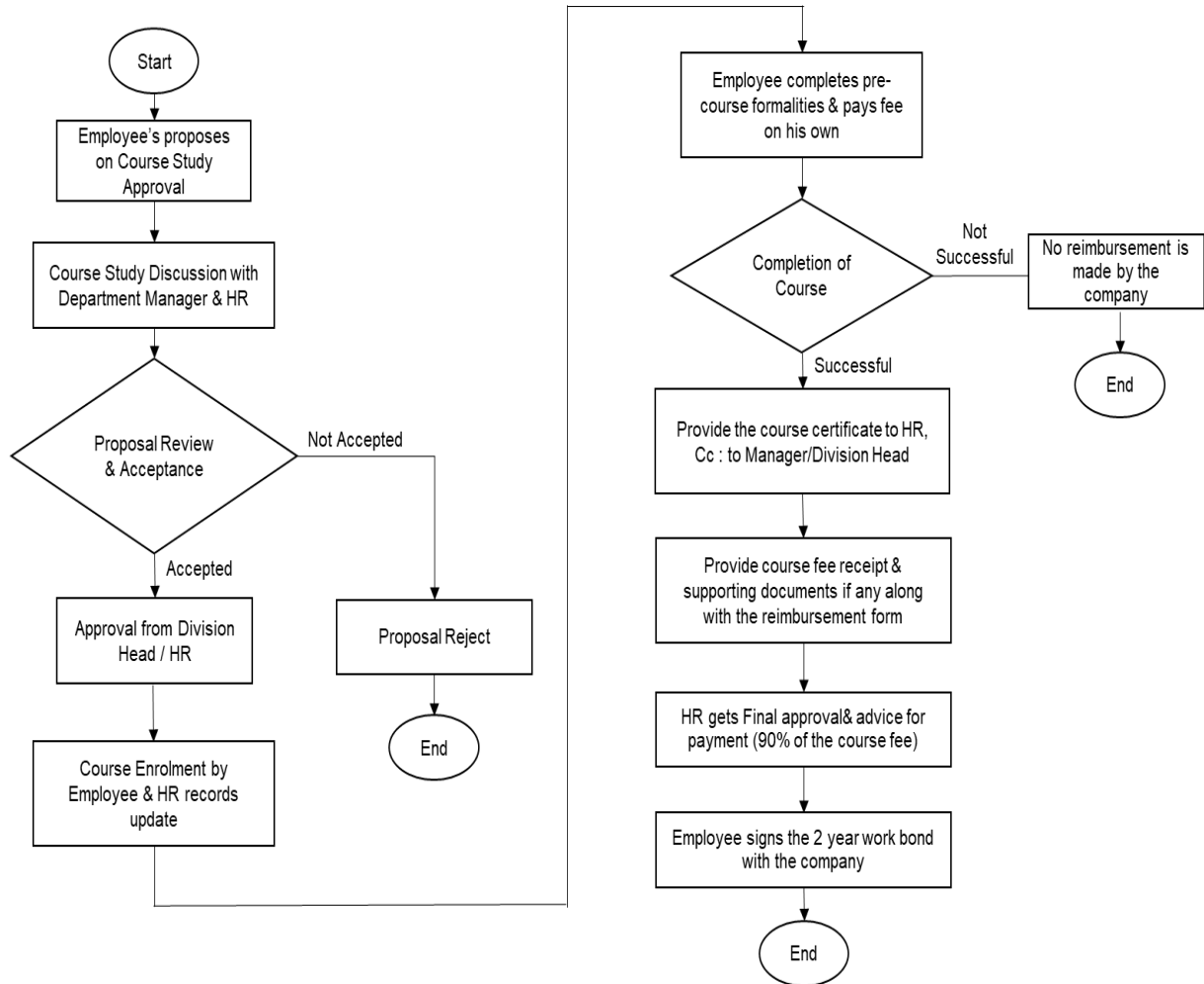
The policy will be reviewed once in 2 years and will be approved by President. Management reserves the rights to change as and when required.

AUTHORITY

The Human Resource department will be the process owner and will respond to queries arising out of the policy and will put up recommendations for approval.

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Annexure 1:
Process Flow Chart



Course Examples:

- a) *Operator Level – Technical education courses/ Diploma / Part time engineering study*
- b) *Engineer Level – Auto cad / simulations / Project management / Sales & Marketing / Product management*
- c) *Manager & Sr. level – Business Administration / Finance specialization / Digital Marketing / Data Analysis*
- d) *Specialization Programs – Machine learning / Data management / Artificial intelligence / Technology business management etc.,*

Institutes:

- 1. <http://www.mitsde.com/> [MIT School of Distance Education]
- 2. [https://www.isbm.org.in /](https://www.isbm.org.in/) [Indian School of Business Management & Administration]

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