

# Learning & Development Wallet



## Objective

The “*Learning & Development wallet*” provides you with an opportunity and freedom to invest in yourself in the areas that are important for you at this point in time. The policy provides guidelines to reimbursing your expenses for these developmental activities as per your grade.

## Eligibility

Full-time employees of Bundl Technologies, its subsidiaries, affiliates, associate, and group companies.

## Important Note

- Employees are encouraged to utilize the policy for professional development needs.
- Employees can exercise this policy each financial year during their tenure as per their grade eligibility.
- The wallet will expire on 31st March of the said financial year, there will be no carry forward of the wallet amount.

## Entitlement

In a financial year (April to March), employee will be able to reimburse the below amount for developmental need as per their grade. In case of change in grade during the year, your eligibility will automatically be adjusted to your new grade entitlement.

Grade	Eligibility Amount
5 and below	₹10,000
6-8	₹20,000
9-10	₹40,000
11 & above	₹100,000

## Coverage

The wallet can be leveraged for utilization of the below services –

### Professional development:

Further to learning avenues provided on Swiggy Learning Platform (SwigL), the wallet can be availed for the below Professional learning services

- Learning courses - synchronous / asynchronous/in person
- Books / Journals
- Conference fees
- Professional certification assessments / Psychometric assessments
- Professional functional / behavioral coaching

### Personal Development:

Complementing ‘Build Around You’ Wellness platform Visit, the wallet can now also be availed for wellness services such as -

- **In person** Services towards Personal Fitness trainer / Gym / Nutrition Guidance /Yoga / Meditation services/ Sports training / Performing Arts training

Employees may also utilize the wallet for purchase of Kindle device once during their tenure with Swiggy.

## Disbursement Model

Swiggy will reimburse the approved amount as per the Financial Year (April to March) cycle followed by the Finance team, post verification of the proof documents (invoices for any of the activities).

- The employee will have to pay for the expenses, secure an invoice in the name of the employee and claim for reimbursement.
- Please note that reimbursement of invoices have to happen in the current Financial Year only. Back dated invoices beyond a financial year or non-employment period with the company will not be allowed.
- The employee can utilize the amount in multiple instances availing multiple growth avenues till the maximum amount for the grade is exhausted.
- The wallet entitlement is available in full for a given financial year, irrespective of date of joining.
- The employee will have to provide the necessary information in the Wallet Reimbursement Form as mandated by the Finance team for the reimbursement.
- For the purpose of reimbursement, bills need to be submitted with the Receipts & payment proof (Bank transfer / G Pay records). Documents with missing details such as employee name, purpose, GST, etc. or cash payments may not be reimbursed.
- Clubbing of the amount between employees is not advised as this is for your personal learning.
- Any amount over and above the eligible amount will not be reimbursed.

## Guidelines

- The reimbursement for spending under this wallet cannot be availed during notice period.
- Kindle purchase under this policy attracts perquisite tax. Tax is deductible as per the taxation law of the country.
- Any additional taxation for the reimbursed headers may be liable for refund from employee as per taxation rules in case of an IT query. This will be decided on a case to case basis if a query is raised by the IT dept.

## Exclusions

- Learning and wellness services provided on Swiggy Platforms of SwigL & Visit
- Entertainment oriented subscriptions like Netflix etc.
- Gadgets, Devices, Wearables, Sports accessories, Equipments, active wear
- Consumables like meals, food, Nutrition supplements etc