



TRAINING AND DEVELOPMENT POLICY

OBJECTIVE

Employee Training and Development policy of VBHC refers to the company's learning and development programs and activities.

In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both employees and the company. VBHC want employees to feel confident about improving efficiency and productivity, as well as finding innovative ways towards personal development and success.

The Purpose of this process is to identify the training needs, Plan and Impart the training and assess the effectiveness of training in order to improve employee competence and performance.

SCOPE

This policy applies to all permanent, full-time or part-time, employees of the company. Employees with temporary/short-term contracts might attend trainings at their reporting manager's discretion.

This policy doesn't cover supplementary employees like labor contractors or consultants.

POLICY ELEMENTS

- Employees, managers and Human Resources (HR) should all collaborate to build a continuous professional development culture.
- It's an employee's responsibility to seek new learning opportunities.
- It's a manager's responsibility to coach their teams and identify employee development needs.
- It's HR's responsibility to facilitate any staff development activities and processes.

Types of Training and Development.

In general, VBHC approve and encourage the following employee trainings:

- Formal training sessions (individual or corporate)
- Employee Coaching and Mentoring
- Participating in conferences and seminars
- External Training
- On-the-job training
- Job rotation



Individual training programs

- VBHC has certain provisions regarding individual training programs. All confirmed employees are eligible to participate in external training programs individually or in teams. VBHC HR set's a budget for each employee at the beginning of a year, which we'll renew annually. Employees shall be provided a target of certain hours every year which needs to be completed by end of the year.
- Employees can choose to attend as many training programs as they want, provided they don't exceed the budget and day limit. If they do, they'll have to use their Leaves and pay any extra fees themselves.
- Employees may have to bring proof of attendance, certificate of participation and the fees paid receipt if the Training program has been attended by them.
- Any employee training that the company mandates (e.g. due to inadequacies of an employee's performance or changes in their job description) is excluded from the training budget and time limit. The company may take care of the entire cost.
- All trainings should consider what employees need and how they can learn best. Therefore, we encourage employees and managers to consider multiple training methods like workshops, e-learning, lectures and more.

Corporate training programs

VBHC shall occasionally engage experts to train our employees on Organizational, behavioral and Functional Training. The company will cover the entire cost in this case.

Other types of training

- Both employees and their managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring their subordinates.
- Employees and managers are responsible for finding the best ways. They can experiment with job rotation, job shadowing and other types of on-the-job training (without disrupting daily operations).



General guidelines:

- All eligible employees are covered by this policy without discriminating against rank or protected characteristics.
- Managers should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.
- All employee development efforts should respect cost and time limitations, as well as individual and business needs.
- Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work.
- Employees are encouraged to use up their allocated training budget and time.

Training Calendar:

- Based on the information collected in identifying the Training requirements HR shall formulate training calendar as to when the training programs are to be conducted.
- The training calendar shall be issued to all the respective Heads of Department.
- The training calendar shall be revised and issued on quarterly basis.
- HR team shall update the data pertaining to the list of trainees who have attended various training programs for updating of the individual's training records.