

## **TRAINING POLICY STATEMENT**

The purpose of training is to equip people with the necessary skills, knowledge, and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through training we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

D2 Rail recognise that such development is a continuing process for every employee at every level of the organisation. Training is seen as a necessary which will benefit both employees and the company. We want employees to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

This policy applies to all permanent, full-time, or part-time, employees of the company.

This policy does not cover supplementary employees like contractors or consultants.

### ***Policy***

Employees, and Line Managers should all collaborate to build a continuous professional development (CPD) culture. It is an employee's responsibility to seek new learning opportunities. It is a manager's responsibility to coach their teams and identify employee development needs.

### **What do we mean by training and development?**

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

### **Individual training programs**

At the beginning of the year a training budget is set (this budget is reviewed annually). All employees that have successfully passed their probationary period are eligible to participate in external training programs individually or in teams.

Employees can choose to attend as many training programs as they want, provided they do not exceed the budget. Employees may have to bring proof of attendance.

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.

All trainings should consider what employees need and how they can learn best. This is why, we encourage employees and managers to consider multiple training methods like workshops, e-learning, lectures and more.

### **Corporate training programs**

We might occasionally engage experts to train our employees. The company will cover the cost in this case.

Examples of this kind of training and development are:

- Equal employment opportunity training
- Diversity training
- Leadership training for managers
- Conflict resolution training for employees

This category also includes training conducted by internal experts and managers. Examples are:

- Training new employees
- Training teams in company-related issues (e.g. new systems or policy changes)
- Training employees to prepare them for promotions, transfers, or new responsibilities.

Employees will not have to pay or use their leave for these types of trainings. Attendance records may be part of the process.

### **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 to CPD. They can experiment with job rotation, job shadowing and other types of on-the-job training (without disrupting daily operations). We also encourage employees to use their rights for self-paced learning by asking for educational material and access to other resources within allocated budget.

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.*

### **Procedure**

This procedure should be followed when employees want to attend external training sessions or conferences:

1. Employees (or their team leaders) identify the need for training.
2. Employees and team leaders discuss potential training programs or methods and come up with suggestions.
3. Employees complete a training request form which is forwarded to their Line Managers for approval. If Line Managers reject it, they should provide employees with reasons in writing.
4. Once approved by a Line Manager the form is forwarded to Admin for booking. Admin to update the training matrix.
5. In cases where the company does not pay for the training directly, employees will have to pay and send an expense form with invoices to accounts.
6. If an employee decides to drop or cancel a training, they will have to inform Admin immediately. They will also have to shoulder any cancellation or other fees.
7. In cases where training ends with examination, employees are obliged to submit the results. If they do not pass the exam, they can retake it on their own expense.

Generally, the company will cover any training fees including registration and examination. They may also cover transportation, accommodation, and personal expenses. This is left to Line Managers discretion.

This policy will be reviewed at least annually for its effectiveness and compliance will be monitored through regular inspections and audits.

A handwritten signature in black ink that reads 'D. Heisgen'.

**Signed  
CEO**

**Date: 11<sup>th</sup> January 2023**