

Employee Training and Development Policy

In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both employee and the Company. The Company wanted our Employee 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 employee and interns of the Company. Employees with temporary/short-term contracts might attend trainings at their manager's discretion.

Training programs includes:

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

1. Training programs

a. Training programs for employee sent by Company

Any employee training that the Company mandates (eg. due to inadequacies of an employee's performance or changes in their job description) is excluded for 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.

b. Individual training programs

All employees upon confirmation and has worked for the Company more than 1 year, who wanted to attend external training programs out of their own initiative are eligible to apply.

Criteria

- Training budget for each staff - SGD100
- Training leave - up to 3 days per year.
- Subjected to approval from their Manager for the claims.
- Employees have to bring proof of attendance (at least 75% of attendance).

2. Corporate training programs

The Company might occasionally engage experts to train our employees. The Company will cover the entire cost in this case. Attendance records may be part of the process.

3. 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.

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.

4. Professional Development

I. Performance Feedback & Appraisal

- All employee will receive their performance feedback at least half yearly.
- All employees will undergo annual appraisal with their direct Manager.

II. Job Opportunities

- The Company first consider internal promotion before hiring for advanced positions.
- Any job vacancy is open for all employees to apply even if it is cross-department.

5. Procedure

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

- Employees and their manager identify the need for training.
- Employees and manager discuss potential training programs or methods and come up with suggestions.
- Manager inform HR. They might also have to complete a form.
- HR approves or rejects the proposal. If they reject it, they should provide employees with reasons in writing.
- If HR approves, either the employee/manager/HR will make arrangements for dates, accommodation, reserving places etc.
- In cases where the company doesn't pay for the training directly, employees will have to pay and send invoices or receipts to HR. HR will approve employee reimbursement according to this information.
- If an employee decides to drop or cancel a training, they'll have to inform HR/Manager immediately. They'll also have to shoulder any cancellation or other fees.
- In cases where training ends with examination, employees are obliged to submit the results. If they don't pass the exam, they can retake it on their own expense