



## **CAREER MANAGEMENT AND TRAINING POLICY**

We, 'SpotonCoatings Private limited', India's largest release paper and release film manufacture Indian organization; aims to become a global supplier for our product in the global emerging market. We have enhanced our pillars of competitiveness, ethics, sustainability, QHSE Compliance, while also improving economic and social conditions of the organization.

In line with our commitment, we have developed a career management and training Policy, which is an extension of our values and is applicable to applicable interested parties as employees.

Policy outlines the company's commitment to continuous professional development (CPD) through various learning programs and activities. It emphasizes the importance of skill enhancement for employees to perform better and achieve personal growth, benefiting both the individual and the organization.

Our Employee Development company policy refers to the SPOTON'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 them and the SPOTON. We want them 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 SPOTON. Employees with temporary/short-term contracts might attend trainings at their manager's discretion.

Employees, HODs and Human Resources (HR) shall all collaborate to build a continuous professional development (CPD) 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. And it's HR's responsibility to facilitate any staff development activities and processes.

To support the vision of management, there is defined SOP for Recruitment and Training, that shall be followed effectively. The review for successful implementation of SOP shall be done via having objectives - Review during Internal/External audits and MRM – Monitoring and upgradation of Skill matrix – Status of process and product alerts and non-conformities etc.

Subjects shall be covered the agenda of QHSE – Sustainability – Statutory and regulatory requirements – Labor laws – Mandatory communication to the employees etc.

Modes of the training can be as below:

- Formal training sessions (Classroom – Internal/External)
- Employee Coaching and Mentoring (Continuous process by HOD)
- Participating in conferences (Planned subjectively)
- On-the-job training (Induction/Probation for trainee and new joiner)
- Job rotation(Multi skilling)

Supporting policies are defined as 'Reward and recognition policy' and 'Recruitment and selection policy'

Top management and HODs will be responsible for effective compliance of the policy. The policy will be reviewed periodically by them as per defined QHSE system, also revised if required. Our website shall refer for latest updated policy.

Various policies including Supplier Code of Conduct, Employee code of conduct is available in our website for review. External interested parties can contact us directly if found any breach against our policies and also, they can provide their feedback for further improvement at [info@spotoncoating.com](mailto:info@spotoncoating.com)

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