



Title: Learning & Development Policy

Procedures & Forms

HR Policies and Procedures
Study Leave & Assistance Policy

Effective Date:

This version supersedes all previous policy and practices related to L&D Use Policy. This policy is effective 1st February 2014

Background

KOJ Group LLC provides opportunity for and encourages learning and development for all employees that will enhance skills and knowledge and maximize job performance. The responsibility for participating in training is shared by individual employees, managers, head of departments, and KOJ Group LLC.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

Training needs are identified and the design of the training and development activities devised in consideration of the external and internal environments.

At all times and as long as there is no detrimental effect to its impact, the most cost effective method of delivering the training activities is identified.

Employees are properly trained in the skills they need to carry out their present jobs at a standard acceptable to KOJ Group LLC and its customers.

Employees are adequately assessed and evaluated in order for them to be offered the opportunity to grow and develop within KOJ Group LLC.

Employees are provided with a suitable training atmosphere to enhance their learning experience.

Employees show up to the training suitably groomed, well prepared and ready to undertake the challenge.

Regulations

Employees may be required by the KOJ Group LLC to undergo several classroom training programs related to the product, technical and corporate departments.

Employees required to attend such programs will do so at no cost and will be reimbursed for expenses incurred in accordance with KOJ Group LLC’s regulations, provided the following:

Maintain or improve skills required in the profession or by the position.

Remain with KOJ Group LLC for a minimum of six months following the training unless otherwise agreed.

Sit for all the required examinations whether oral, written, or practical and achieve a passing grade in each training course

No cancellation should take place three days or less before the training without proper justification. If such an event occurs the adequate reasons should be offered by the appropriate manager. The Learning and

Development Team reserves the right to charge AED 1,000 per attendee to the relevant department, should the reason for failing to attend must be justified.

Reimbursement of expenses incurred under the provisions of this policy must have the approval of the appropriate manager and/or Line of department.

Employee Responsibilities

- Employees have the responsibility to:
- Attend the training on time as specified on the course agenda.
- Attend the training in smart casual attire and make sure their hair is brushed and neat.
- Come to the training prepared by reading information related to the course.
- Bring to the training a pen, pencil, notebook and other stationeries.
- Take notes during the training and study for exams.
- Obtain approval from their supervisor to attend training programs.

Human Resources Department Responsibilities

The Department of Human Resources has the responsibility to serve as a provider of training for all employees. This training includes, but is not limited to:

- Product Training Workshops.
- Basic and Advances Makeup Application Training
- Basic and Advanced Technical Training
- Microsoft Office Software Training
- Train the Trainer Course

The Department has also the responsibility to offer the proper assessment and evaluation for staff by consolidating the grades they receive on the classroom courses with all the other learning courses they receive.

On-The-Job Training

In addition to the regularly scheduled classroom training programs, the Learning and Development Department responds to requests by managers for on-the-job training visits. The ability of this department to fulfil such requests is dependent on staff availability.

Maintenance and amendment of the policy

As with all Group policies (the "Group") may amend this policy at its discretion at any time.