





	<b>Indorama Agro LLC</b>	Doc no	H.01.F8-P1/D001
		Issue No & Date	05.05.2021
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	Learning and Development Policy	Implementation Date	05.05.2021
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Staff Training Procedure

<b>Objective</b>	Personnel training and development; Improving company performance and employee <b>skills and competencies</b> ; Maintaining a high level of corporate culture; <b>Developing conducive environment</b> necessary for the successful careers for employees; Improving planning and management skills to successfully achieve personal and professional goals.		
<b>Scope</b>	This procedure is applicable for human resources management.		
<b>Responsible</b>	Head of HR, regional and corporate HR managers		
<b>Description</b>	Sequencing of staff training		
<b>Deviations</b>			
<b>Training Classification</b>	<b>Primary</b> - training of personnel entering work, training in their specialty. <b>Periodic</b> - staff training during the whole time of work at the enterprise, personnel of all levels undergo retraining on general and special issues. <b>Emergency</b> - training in the case of the introduction of a process or quality control of documented changes, as well as the identification of errors or deviations in the work. <b>Individual</b> - personnel working in conditions that are especially hazardous to health with highly active, toxic, sensitizing, volatile and other substances undergo additional training under a special program.		
<b>Forms of training accepted at the enterprise</b>	Internal lecture classes; Internal practical exercises; Internal workshops; Workshops conducted by third parties; Information events (exhibitions, conferences, etc.); Theoretical and practical training at enterprises and firms involved in training.		
<b>No</b>	<b>Activities</b>	<b>Responsible</b>	<b>Records</b>
1.	<b>Training Need Assessment.</b> At this stage, the formation of groups of personnel for training,		

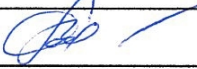

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	taking into account the specifics of the duties performed or planned for further implementation, professional tasks and qualities of the employee. The reputation and professionalism of the educational institution / organization providing training must be taken into account.		
2.	Formation of a training schedule. Taking into account the fundamental directions of development and training, a schedule of staff training is drawn up, which includes information on the topic being studied, the start and end dates of the training event, the time and place of its holding, the duration of the event, and the teacher (s) involved in the preparation for each formed training group, the cost of the curriculum.		
3.	Responsibility of <b>participants</b> . Since the training of employees after a positive decision is equated to the performance of official duties, it is expected that the employees will: <ul style="list-style-type: none"> <li>- take training seriously and responsibly and strive to get the maximum benefit from it;</li> <li>- remember that the ultimate goal of training is the development of the company through its own development;</li> <li>- fully realize the knowledge gained during training, putting them into practice;</li> <li>- fully carry out the acquired knowledge to the Company by sharing it with colleagues.</li> </ul>		
4.	At the end of the planned training, an assessment of its effectiveness is carried out. An assessment of the effectiveness of a staff training program can be carried out according to the following parameters: <ul style="list-style-type: none"> <li>- emotional (assessment of training by participants);</li> <li>- cognitive (assessment of knowledge acquired by participants);</li> <li>- behavioral (assessment of behavioral changes demonstrated by participants after a certain period);</li> </ul>		

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	- according to the final result (compliance with the stated objectives of the program). Assessment of the effectiveness of training is carried out in order to determine the adequacy of training to the needs of employees, the level of assimilation by the employee of the material studied, the determination of the rationality of spending funds invested in training.		
5.	Each training course ends with certification of employees. Certification Forms: - oral exams; - panel interviews; - written assignments (testing); - practical projects.		

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