



LEARNING & DEVELOPMENT POLICY

MDG-LD-PLC01

YOUSSEEFACULTY
KARIM YOUSSEF

	Learning & Development Policy	
	Rev. 00	Issue Date: Jan 2019

APPROVALS

	Name	Signature	Date
CEO	*Not Available in Sample View*		
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VERSION HISTORY

SR	Change/s Subject	Version No.	Version Date	responsible person for change/s	Signature

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1 Purpose

This Policy aims to set a Framework that guide and ensure the effective implementation of ***Not Available in Sample View*** Group Learning and Development interventions.

2 Scope

This Procedure is applicable for all ***Not Available in Sample View*** Group Employees regarding to Orientation, Social Learning, e-learning, Technical skills, Soft Skills, and Competencies Framework.

3 Policy

3.1 General:

- All Learning and development programs for the company must be planned and organized through the L&D Department.
- Provide a minimum two learning and development activities working days or 16 hours per calendar/year to each employee “who have completed successfully the probation period within ***Not Available in Sample View*** Group.
- Employees shall be entitled to Learning programs corresponding to the needs of their positions or as development to achieve higher positions or due to changing in business needs.
- All outsourced Training original Certificates will be kept in the Personnel file of the employee.

3.2 Commitment Period:

- Any Employee received a funded training by ***Not Available in Sample View*** Group (Within Egypt, Abroad) should not leave or resign unless they have spent 2years.
- If the employee decides to leave the company before completing the commitment period, or the company decided to terminate the contract due to COBC violation, then S/he will be responsible to refund ***Not Available in Sample View*** Group for the balance of the payments made by ***Not Available in Sample View*** Group in this

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regard as before His/her departure. Payment includes event fees, accommodation, air ticket and per-dim allowance.

- Employees must remain continuously employed by *****Not Available in Sample View***** Group (as per the Learning commitment matrix) after completion of a course of study; otherwise they will be required to reimburse *****Not Available in Sample View***** Group on a pro-rata basis.

3.3 International Programs:

- In case of attending International Learning, the employee must follow the international travel policy and our Code of Business Conduct.

3.4 Educational Assistance:

- *****Not Available in Sample View***** Group may provide financial or time assistance to 20% of *****Not Available in Sample View***** Group employees (First Come First Served basis), whom while employment wish to pursue approved courses in recognized educational institutions or colleges. Recognized courses under this plan are those which are Directly related to employee's current work, to Expected to improve ability to perform in future positions for which they may qualify.
- *****Not Available in Sample View***** Group will reimburse a maximum of 50% of the full cost tuition, at a ceiling of 20% of the requester annual salary, after Chairman approval on the proportion and terms of payment.
- *****Not Available in Sample View***** Group is not responsible for any extra fees included in the development plan books and fees for courses which are part of the development plan and are not included.
- Employee with failing grades should reimburse *****Not Available in Sample View***** Group with the 60% of the amount paid to them in advance or go through the re-examination process on his own funding responsibilities
- Studies for courses under this plan are expected to be pursued during the employee's non-working hours. And in case the courses under this plan are expected to be within working hours; the employee is entitled only for **1 hour only per week of his/her weekly working hours with total 4 hours per month. And any extra hours, those hours will be deducted directed from the employee monthly salary.**
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