

MadeUpName, LLC

Learning & Development Policy

Purpose

MadeUpName, LLC is committed to fostering continuous learning and professional growth. This policy outlines the company's approach to employee development through structured learning opportunities, skill-building programs, and career advancement initiatives.

Scope

This policy applies to all full-time and part-time employees of MadeUpName, LLC.

1. Objectives

- Support the acquisition of technical, professional, and interpersonal skills.
- Align learning initiatives with business needs and individual career goals.
- Encourage a culture of continuous learning and knowledge sharing.

2. Learning Opportunities

The company offers learning through: - Internal training sessions and workshops.

- Access to online learning platforms and resources.
- Attendance at conferences, webinars, or industry events.
- Mentorship and peer learning initiatives.

3. Individual Development Plans (IDPs)

- Managers and employees are encouraged to create IDPs during performance reviews.
- IDPs identify learning goals, target skills, and development activities.
- HR supports employees in accessing resources to achieve these goals.

4. Tuition Reimbursement

Employees may request reimbursement for job-related courses, certifications, or degrees, subject to budget availability and prior approval.

Eligibility criteria: - Must be employed for at least six months.

- Course or certification must relate to current or future job responsibilities.
- Reimbursement is limited to \$2,000 per year, contingent on successful course completion.

5. Manager Responsibilities

Managers should: - Identify skill gaps within their teams.

- Encourage participation in learning programs.
- Allocate time for employees to pursue approved learning activities.

6. Employee Responsibilities

Employees are expected to: - Take initiative in pursuing learning opportunities.

- Apply acquired knowledge to improve job performance.
- Share insights and best practices with peers.

7. Evaluation of Learning Programs

HR will regularly evaluate learning initiatives based on participation rates, employee feedback, and performance outcomes.

8. Equal Access

All employees will have equitable access to learning and development opportunities, consistent with the company's EEO Policy.

9. Related Policies

This policy aligns with the Performance Management Policy and Employee Recognition Policy.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department