

Employee Training & Certification Policy (v1.0)

Company: Inspection Systems Direct LLC (ISD-C)

Brand: SCINGULAR®

Program: SCINGULAR Workforce Training & Compliance Framework

Authority: Executive Leadership

Jurisdiction: Delaware (Corporate) / Minnesota (Operations)

Classification: Proprietary & Confidential — Internal Use Only

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1. Purpose

This policy establishes mandatory training requirements for all personnel to ensure operational excellence, security compliance, intellectual property protection, and alignment with company standards, culture, and objectives.

Training is a condition of employment and system access.

2. Scope

Applies to all:

- Full-time employees
- Part-time employees
- Contractors and consultants with system access
- Temporary staff with operational exposure

No role is exempt unless explicitly authorized in writing by Executive Leadership.

3. Mandatory Training Categories

All personnel must successfully complete:

1. Core Orientation Training
 2. Security & Data Protection Training
 3. Role-Specific Technical Training
 4. Compliance & Legal Awareness Training
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4. Training Delivery & Completion Standards

Delivery may include:

- Online modules
- Instructor-led sessions
- Recorded briefings
- Documentation review with acknowledgment
- Practical simulations or assessments

Completion requires passing assessments and submitting acknowledgments where applicable.

5. Tracking, Records, and Retention

- Completion is logged electronically with timestamps
 - Results and acknowledgments are retained for audit and compliance
 - Certifications may be issued where applicable
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6. Non-Compliance Enforcement

Failure to complete training within deadlines may result in:

1. Temporary suspension of system access
2. Written warning placed in personnel file
3. Performance Improvement Plan (PIP)
4. Disciplinary action up to and including termination

No informal exemptions.

7. Ongoing Obligations

Personnel must:

- Complete assigned refreshers
- Complete updated training following policy/system/regulatory changes
- Maintain ongoing compliance with company procedures

Managers are accountable for direct-report compliance.

8. Acknowledgment

"I have read, understood, and agree to comply with the Employee Training & Certification Policy. I understand that training completion is a condition of my employment and system access."

Employee Name:

Signature:

Date: