



Learning and Development

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Department: Human Capital

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Summary

- DP World is committed to the on-going learning and development of its employees.
- All training requests must be approved by the employee's LM and HC Department.
- Employees who fail to complete the training successfully shall be liable to reimburse some or all of the fees.

1. Purpose

DP World recognises that training and development, whether academic or skills oriented, is an important investment which facilitates the development and enhancement of skills, knowledge and qualifications of the individual member of staff to support career development and to enable the employee to unleash their full potential.

2. Policy

The objective of this policy is to outline the learning and development guidelines that enable DP World to achieve its mission and performance and to ensure that the learning and development of DP World employees is in line with business needs and identified development needs.

3. Identifying Training Needs

- 3.1. Employee's overall performance will normally be formally reviewed each year by their LM with a view to giving the employee an opportunity to discuss all the relevant aspects of their progress and development. During this appraisal, any training and/or development plans should also be established.
- 3.2. Training and development needs may also be considered outside of the formal appraisal process wherever necessary and using all relevant means to identify such requirements.

4. Application Process

All training requests made will first need to be approved by the employee's LM and the HC Department. Approval in either case should be based on DP World's business needs and the employee's individual performance.

5. Repayment of Training Costs

- 5.1. The employee with an active training bond agreement will be accountable for reimbursement of fees if leaves DP World before completion of an agreed period of service following completion of the course or fails to successfully pass the course. The amount owed will be calculated on a pro rata basis.

- 5.2. In addition, an employee who fails to attend or complete an assigned course may be subject to a financial penalty where fees have been paid by the company.
- 5.3. The employee will be required to sign an undertaking confirming their agreement to the above and authorising DP World to deduct any fees to be reimbursed and/or penalties imposed from any monies due to the employee.
- 5.4. In the event that the employee was made redundant then no repayment of training cost shall be made by the employee to the company. Wherein if the case is termination of employment due to disciplinary issues then the company reserves the right to claim the amount owed and calculated on a pro rata basis.

6. Related Standards, Policies and Processes

This policy should be read in conjunction with:

- a) Redundancy Policy;
- b) Disciplinary Policy;
- c) Termination Policy; and
- d) The relevant SOP.

7. Revision History

Revision	Details
Date of changes	
Policy owner	
Summary of changes	

8. Contact Information

All queries in relation to this policy should be directed to HC Department.