

# Learning and Development Policy

## Purpose

The purpose of this Policy is to establish a set of guidelines for the provision of learning and development at RightShip to ensure all employees are given the opportunity to undertake learning and development activities to develop their knowledge and skills.

It is RightShip's aim that all employees will be provided with transparent, fair and equitable access to learning and development opportunities.

## Scope

This Policy applies to all full-time, part-time and fixed term RightShip employees.

The terms of this Policy do not form part of an employee's contract of employment and the Policy may be varied, replaced or terminated at any time without notice at RightShip's discretion.

## Policy statement

RightShip may require employees to undertake specific training related to their position or as a pre-requirement for an alternative position or project.

We encourage employees to enhance skills that not only meet the current needs of their employment but also develop capability to meet the future needs of RightShip.

At RightShip we learn using the 70:20:10 approach where:

- 70% of learning takes place from real-life and on-the-job experiences, tasks and problem solving. This is the most important aspect of any learning and development plan. For example, the real learning from a skill acquired in a training program, or from feedback, takes place back on the job when the skill or feedback is applied to a real situation;
- 20% of learning comes from feedback and from observing and working with role models; and
- 10% of learning comes from formal training.

Learning and development activities may include RightShip compulsory and non-compulsory training, short training courses, seminars, briefings, workshops, conferences, formal courses, mentoring or on-the-job coaching. Attendance at external training courses which are job relevant will be at the discretion of the employee and their People Manager. Costs associated with external technical training, will be funded by the relevant area.

In assessing the suitability of training for employees, consideration will be given to the relativity of the training and the impact it will have on the individual's ability to increase their performance capability in their role.

## Eligibility criteria

To be eligible to apply for learning and development activity, the employee must have completed their probationary period, training forms part of the employee's Individual Development Plan, demonstrated performance and behaviours in the workplace and approved by the employee's manager and endorsed by their relevant Executive Team member.

## Study leave

For approved formal educational courses, employees may apply for Study Leave. The employee must meet the Eligibility Criteria and the studies sought to be undertaken are:

- at a University, TAFE (or local equivalent), private college or similar institution which includes the following types of study:
  - Formal qualifications (e.g. Cert IV, Diploma, Degree, Graduate Diploma, Masters degree); and
  - Industry certifications and accreditations (e.g. PRINCE2, PMP, ITIL, RegPM, CCNP, etc or local equivalents).

The following study leave guidelines will apply:

- employees may apply for 1 day of study leave per approved subject/unit;
- paid study leave is capped at 5 days per annum;
- employees can attend an exam during work hours without taking study leave based on mutual agreement with their manager; and
- all study leave arrangements are subject to manager approval.

Note: For Industry Certifications and Accreditations it is expected that the employee will self-study to prepare for their exam – exam preparation training/workshops are not directly funded.

## Reimbursement

For approved formal educational courses, external training courses, seminars, workshops, conferences, employees may apply for reimbursement subject to business approval:

- The employee must be employed by RightShip at the time of seeking reimbursement.
- The employee is responsible for paying all formal educational courses costs up front.

- A request for reimbursement should be made via RightShip's finance system. The request must be accompanied by:
  - evidence provided by the institution to show successful completion of the unit of study; and
  - a tax receipt from the institution.
- In the case where an employee fails an exam or unit/subject, they will be responsible for any additional charges to re-sit the exam or unit/subject.
- Compulsory textbooks can be included for all successful applications up to USD \$200 (or equivalent amount in applicable local currency) per semester.
- The following reimbursement values may apply:
  - for formal qualifications, certifications and accreditations, reimbursement of course fees up to a maximum of USD \$5,000 p.a. (or equivalent amount in applicable local currency) are made to the employee following successful completion of each semester/unit of study.
  - If an employee resigns from their employment within 12 months of completion of a course of study they will be required to repay 75% of the course fees to RightShip. If an employee resigns from their employment within 18 months of completion of a course of study they will be required to repay 50% of the course fees to RightShip. If an employee resigns from their employment within 24 months of completion of a course of study they will be required to repay 25% of the course fees to RightShip.

## Exclusions

The following expenses/fees/costs cannot be claimed under this Policy:

- student amenities fees;
- administration fees;
- membership fees;
- residential costs;
- parking fees;
- excursions;
- travel costs;
- additional tuition costs; and
- postage and handling fees for online purchases of textbooks.

## Approval guidelines

Once an employee feels they have met all the eligibility criteria, they may apply for study assistance by submitting a request to their line manager. Supporting documents must include:

- the employee's individual development plan;
- course details (name, institution, duration, location) including specific subjects/units; and
- program costs provided by the relevant institution.

It is important that the study assistance request is submitted and approved prior to the commencement of study. Study assistance will not be provided on applications that have not been approved prior to the commencement of study.

For programs that extend over multiple years, the employee will need to re-apply for study assistance each year, prior to commencing study in that year.

Final decision for approval will be made by the relevant Executive of the business area and will be communicated via email.

## Policy ownership and review

This Policy is owned by the Chief Executive Officer.

### Procedural Version Control

No.	Date approved	Date effective	Section amended	Authorised by
1	June 2021	June 2021	Initial release	CEO
2	February 2023	February 2023	Inclusion of claw back of reimbursement	CEO approval