

<b><i>EAST PENN MANUFACTURING CO., INC.</i></b>			
<b>EAST PENN POLICIES AND PROCEDURES MANUAL</b>			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 2	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PER\NAVITAS	

## **Learning and Development**

### **Special Training Programs & Events**

The company encourages Employees to take advantage of special training activities that will maintain and enhance their knowledge and skills and add to the company's talent base. To facilitate this development, the company has developed this procedure to outline the approval process for external job-related training.

#### **Approval Process**

An Employee must submit his or her request for training to the direct manager on the training request form in advance for the proposed training activity or event. The request should be accompanied by a copy of the registration form, training announcement or training outline. The manager will review, approve or deny the request and route it to Personnel. If approved by Personnel and Management, the request is returned to the Employee who is authorized to register for the training program. If denied, the reason for the denial will be provided to the Employee by the supervisor. A copy of all approved and denied requests will be retained by Personnel for training record purposes.

The Employee who is attending the training is responsible for registering for enrollment and making whatever other arrangements (i.e. travel) may be required through the company designated providers. Unless with senior management approval, all educational seminars must be located within driving distance of the Company's office so overnight stays are not required.

If an Employee subsequently cannot attend the training, it is the Employee's responsibility to notify the training provider of the cancellation (or substitution) and request that any refund be returned to the company and notify the manager or whether a substitution will be acceptable. If so, the manager will designate a substitute attendee.

When a company-paid training activity has been completed, a copy of any certificate of completion / attendance will be routed by the Employee to Personnel for training record and skills inventory purposes.

Following completion of training activities, the Employee is required to provide a critique or analysis of the training event. The attendee will summarize the highlights of the program and evaluate the training provided. Copies of the critique will be forwarded to the Employee's manager. The manager will forward the critique, accompanied by any manager's comments, to Personnel to incorporate in the company's vendor training database.

### **Professional Association Membership**

Active involvement in professional associations strengthens the individual, the Company, and the profession.

<b><i>EAST PENN MANUFACTURING CO., INC.</i></b>			
<b>EAST PENN POLICIES AND PROCEDURES MANUAL</b>			
Revision No.:	Effective Date: 10/1/2021	Page 2 of 2	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERSONAL\NAVITAS	

Professional staff members are encouraged to participate as active members of professional associations in our industry. The department manager will approve each organization to which dues are to be paid on behalf of the Employee. Every effort will be made to accommodate requests for membership; however, multiple memberships in a single organization will be evaluated for benefits to the firm prior to authorization. Time off to attend association events, or to work on association projects and assignments, requires advance approval from the department manager.

Subscriptions to professional publications will be approved by a Company supervisor on a case-by-case basis. All subscriptions will be circulated throughout the office and retained at the office for future reference.

**Record of Revisions**

<b>Revision #</b>	<b>Revision Date</b>	<b>Description</b>