



Document Title

Employee Training and Certification Policy

Document Reference

EXEO-HR-PO-04

Document Revision

01

Document Classification

Public



Document Revision History

Rev.	Date	Prepared by	Verified by	Approved by	Description
01	01-10-24	Talent & Workplace Coordinator	Corporate Governance Committee	CEO Marc Nader	Initial version



This document contains EXEO proprietary information.

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1. Employee Training and Certification Policy Statement

EXEO may find it necessary to send the EMPLOYEE to paid training programs. By accepting and signing this [document](#), the EMPLOYEE commits to remaining with EXEO for one year from the completion date of each training. If the EMPLOYEE leaves the company before fulfilling this commitment, they will be required to reimburse the COMPANY for the cost of the training.

Training costs include all expenditures incurred by EXEO as a result of the training. This specifically includes, but is not limited to, training fees and exam fees.

The EMPLOYEE's obligation to reimburse the COMPANY for training expenses if they leave before the end of the one-year commitment is indivisible. The EMPLOYEE must repay the full amount regardless of how much time has passed between the training and the date of resignation, and regardless of the outcome of the exam.

Certification exams

The COMPANY may require the EMPLOYEE to take certain exams to obtain relevant certifications. If the cost incurred by the COMPANY for such exams exceeds 500 USD, the EMPLOYEE commits to reimbursing the COMPANY for the cost if they leave the company within one year or fail the exam.

The EMPLOYEE's obligation to reimburse the COMPANY includes all exam-related expenses, regardless of whether they pass or fail, incurred during the 12 months before they departed from the company.

2. Responsibilities

The COMPANY approves relevant training and certifications aligned with the EMPLOYEE's role and career development. The COMPANY will cover approved training costs, including fees for courses, exams, and related materials, with a clearly outlined reimbursement process for such expenses. Additionally, the COMPANY will coordinate training schedules in a manner that minimizes disruption to the EMPLOYEE's daily work routine.



3. Review of the policies

This policy is reviewed at planned intervals or if significant changes occur to ensure its continuing suitability, adequacy, and effectiveness.
The policy review takes the results of management reviews into account.