

Title: APAR Working Conditions Policy
Released by : Head HR
Date of Issue: December 1, 2022
Policy No. : APAR/SOCIAL/POL/12
Version: 01/2022



Skill Development Training Policy

1. Objective :

This policy lays down the guidelines to be followed for employees' skill development training across all locations in APAR with an objective of fulfilling business requirements, attracting and retaining talent, developing employee capabilities, creating a value based culture and motivating employees.

2. Scope :

This policy applies to all employees across all Divisions and locations.

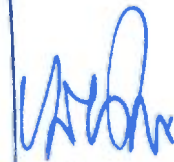
3. Guidelines :

- APAR, since its inception in 1958, has been strong proponent of excellence through employees' skill development in sync with its Values.
- APAR develops its employees through Individual Development, Departmental Training, Upskilling and Reskilling.
- APAR encourages its employees to take part in different training and development activities to enhance their skill development.
- APAR encourages its employee to continue their education with 'Continuing Education Assistance Policy for Employees.'
- Newly hired employees go through a comprehensive induction and orientation program on Company Values, HR and IT policies and procedures.
- APAR provides special training programs – such as Internship, Apprenticeship for skill development and increasing employability of college students both technical and management - graduates.
- APAR encourages its employees to take part in professional courses, seminars, conferences relevant to their role, their interest, soft skills, technical content and leadership for personal and professional development.
- APAR facilitates employees with coaching and mentoring programs for their professional development.

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- Based on the identified training needs from the Annual Appraisal/PMS module of HRMS, APAR develops and implements Training Calendar to facilitate structured training and development programs.
- APAR has a good pool of internal as well as external trainers to deliver a high quality of learning.
- APAR monitors and evaluates its skill development training programs continuously.

Process Owner: HR



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