



LEARNING & DEVELOPMENT POLICY

FOR

PORTLAND PAINTS AND PRODUCTS PLC

PREPARED BY:

Approvals

This Policy has been approved by:

Name	Representing	Signature	Date
Mrs. Bolarin <i>Okunowo</i>	Managing Director		
Engineer Dipo Ashafa	Chairperson, Risk and Governance Committee		
Mrs. Esosa Balogun	Chairperson, Board of Directors		

Learning & Development

In pursuance of the company's objective to assist and encourage every employee to develop to his full potential, the Company will provide learning opportunities for all its employees; on-the job and off-the-job including coaching, mentoring, project work, e-learning, job rotation, etc. In addition, there will be mandatory induction for all directly employed staff of the Company during the probation period.

As much as possible, training programs would be tailored to the needs of employees. Continuous training of employees is to ensure that they perform better on the job.

The training needs of employees shall be mainly determined as an outcome of Competency Skill Gap Analysis, Performance Appraisal and Talent Review Session.

Employees attending courses or conferences outside their place of employment will receive out of station allowance, and the expenses for their full boarding and lodging would be borne by the Company or corresponding benefit paid in lieu.

An employee attending overseas course or conference will be entitled to allowance to cover the cost of boarding and lodging, out-of-pocket expenses and local transportation at the rate applicable to his grade as per the Company's policy. Please see Company Travel Policy for more details.

An employee travelling overseas will be entitled to receive a warm clothing allowance as determined by Management. Such allowance may be paid to an employee only once every four years.

The Human Resources Manager has overall responsibility on behalf of the Board for the implementation of this policy. Her/His role is also to advise the Board and the Management Team of any risks of failing to deliver appropriate training to employees.

1.1 Membership of Professional Bodies

In its bid to encourage professionalism, the Company shall pay yearly subscriptions to recognised professional bodies for its employees subject to a limit of one professional body per person or as approved by management.

1.2 Education Scheme - Contribution by The Company

It is the company's policy to encourage employees to improve their educational qualification.

Subject to approval, courses of study may be taken by evening classes, correspondence courses or E-learning by which the individual studies in his own time at his own expense. The Company may also contribute financially, provided the course of study, before being undertaken, is approved, by the HR Department.

The Company will ensure that all staff training and development activities are developed, managed and delivered with due regard to fairness and equity. All applications for staff training and development

activities including application for refund or reimbursement by the Company will be considered strictly on merit, relevance and benefit of the training to the employee and the Company.