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	Issued by: PPI Manager	Approved by: People Director	Code: HrPo014	

## Introduction

Beesline International S.A.L. acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward, and recognition. It is critical to the achievement of the organization's mission, vision, and continuous performance improvement as well as in the quality of its programs and services. It is also important in the team members' personal development, happiness, engagement, and career path.

## Principles

Beesline International S.A.L. is committed to providing a supportive and rewarding environment for all employees and recognizes that its workforce's quality, responsiveness, and professionalism are linked to further developing their skills and competencies.

Subject to available resources, Beesline International S.A.L. is committed to providing employees with:

- The opportunity to plan and develop skills, knowledge, and attributes that complement organizational and work unit goals.
- The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the organization.
- Equity of access to professional development opportunities.

## Purpose


The purpose of this policy is:

- to encourage and support employees in their professional and career development as part of their employment with the organization;
- to provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

## Policy

### 1. Position-specific professional development as part of Talent Management

Where the CEO, COO, People Director & Line Manager decide that it is necessary for a team member to acquire a particular skill, to learn specific material, or to acquire specific qualifications to carry out the duties attached to their existing position, the organization shall be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification; the team member shall, where necessary, be permitted to attend any such course within working hours.

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## 2. Non-position-specific professional development

In its performance review procedures, the organization shall in every case encourage the person concerned to explore their professional development options.

The organization shall endeavor to facilitate such education or training through:

- Permitting (at the discretion of the HR & Line Manager, and taking into account the efficiency of the workplace) any rearrangement of working hours that would assist the prospective student.
- Permitting (at the discretion of the HR & Line Manager, and taking into account the efficiency of the workplace) any use by the person of the organization's equipment or services that would assist the prospective student
- Turning (at the discretion of the HR & Line Manager, and taking into account the efficiency of the workplace) any annual leave into paid educational leave
- Granting up to 4 hours of study leave as necessary per week.

## Procedures

### Professional development

Professional development programs shall include orientation, induction, and on-the-job training, career development and transition programs, internal or external courses, support for undertaking research or project work, support for participation in internal or external governance processes, attendance at conferences or seminars, and networking, coaching and mentoring programs.

### Proposals for professional development

Employees shall be encouraged as part of the performance review process, to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.