



Policy Reference: H.P1

Mayberry Investments Limited

CHAPTER 6

6. TRAINING & DEVELOPMENT

6.1. Objective

Human Resource encourages and facilitates staff and organizational development. We provide training opportunities that enable employees, at all levels, to develop the skills and competence needed to be successful in their area of expertise as well as prepare for new responsibilities by participating in a variety of developmental programs.

6.2. Training

Mayberry Investments Limited is committed to educating and training all employees by assisting them to fulfill their potential while improving performance on the job. A minimum standard of three (3) days training per employee per annum shall be adopted. Each employee is responsible for his/her own personal growth and development for the enhancement of his/her career. Training will attempt to support the company's objectives in reaching its goals. Mayberry's Management Team will demonstrate a commitment to train and develop employees in relation to the organisation's objectives.

Courses and programmes of study offered by approved institutions and designated as 'required' training for any level of staff will form part of Mayberry's promotion and succession policy. Courses and programmes not covered in the policy will be available to employees at no cost in instances where they are pursued at the organisation's initiative at an approved institution. Training may take place after normal work hours and on weekends at the company's determination. All training courses must be submitted to the Human Resources Department for sign off. **(Refer to Study Leave Policy)**

6.3. Authority

The role of management is to encourage and support the training and development aspirations of employees and to facilitate their personal growth and career advancement.

Managers and Supervisors shall be responsible for:-

- i. Inducting new employees.
- ii. Identifying training needs jointly with employees in relation to individual, departmental and organizational objectives.
- iii. Formulating training plans in tandem with the HR Department.
- iv. Carrying out on-the-job instruction and coaching.

- v. Making all employees aware of training and development opportunities which are open to them and select employees for training.
- vi. Ensuring that those who are trained share their learning with others wherever possible and appropriate.
- vii. Evaluating the effectiveness of the training intervention in relation to productivity and individual objectives with those involved.
- viii. Ensuring that HR is made aware of the successful completion of courses being privately undertaken by employees, for inclusion on staff file.



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6.4. Orientation

All new employees will be involved in a structured orientation programme.

New employees shall be presented to their immediate Supervisor before the first day of work.

The immediate Supervisor should plan a structured programme commencing with the following activities on the first day of work:

- i. New employee is taken on a tour of the building where Washroom, Lunchroom and lunch procurement process are identified and explained.
- ii. Disaster preparedness emergency action plans are identified and explained.
- iii. Alternate contact person to assist employee when Supervisor is absent is identified and introduced.
- iv. New employee completes banking instructions, submits passport sized pictures, birth certificate, certificates of qualification, NIS, TRN and other documentation which may be required depending on regulatory requirements (FSC, BOJ, etc.).
- v. Employee is issued with Temporary Identification Card.

6.5. Job Rotation

The main objective of Mayberry's Job Rotation Policy is to develop new dimensions of knowledge and skills among the various levels of employees. This will enhance the development of their career paths as well as provide flexibility in abilities. Employees' capabilities will be developed and their areas of competence widened. The employee will in turn become more valuable to the organisation and also be more marketable. The organisation will be provided with a wider internal pool of skills and develop employees' hidden potential. Job rotation may be within the department (intra departmental) as well as within the organisation (inter departmental). Rotation may give the employee the opportunity to utilize existing skills not currently being used in their current position.

6.5.1. Procedure

- i. Employees on Job Rotation will do so at their current rate of pay.
- ii. An evaluation will be conducted by the Supervisor in the rotating department once the rotation has been completed. The results of the evaluation will be submitted to HR and copied to the Department Head at Board level.
- iii. An employee, while on Job Rotation, will remain eligible for promotion in his original department, should that opportunity arise.
- iv. An employee, while on Job Rotation, will remain eligible for transfer from his original department if any such opportunity arises.



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- v. The period of Job Rotation will be determined prior to the commencement of the rotation, but will be for no less than one (1) month.
- vi. The period of Rotation may be extended by mutual agreement. The Rotation may be reduced or terminated at any time by the Manager of the receiving department.
- vii. All details of the Job Rotation must be documented and placed on the employee's file. (*See Appendix A*)