



1. Purpose

The purpose of this Training Policy is to establish the framework for employee development at Ganesh Overseas Pvt. Ltd., This policy ensures that all workers and employees receive appropriate training to perform their duties effectively and align with company standards.

2. Scope

This policy applies to all workers and employees at Ganesh Overseas Pvt. Ltd., It encompasses training provided by supervisors and during the induction process.

3. Training Objectives

a. Skill Enhancement:

To provide workers with the essential skills for their roles and ensure their effective and safe performance.

b. Effective Induction:

To familiarize new employees with company policies, procedures, and their specific job roles from the outset.

4. Training Programs

a. Supervisor-Led Training:

- Supervisors are responsible for delivering on-the-job training to workers.
- Training includes practical instructions on job functions, safety procedures, and company standards.
- Supervisors will mentor and guide their teams, ensuring that the training is pertinent and impactful.

b. Induction Training:

- All new employees will participate in an induction training program before commencing their roles.
- The program will cover company policies, job expectations, safety protocols, and the organizational culture.

5. Training Implementation

a. Scheduling:

- Training sessions will be planned to minimize disruption to regular operations.
- Induction training will occur prior to employees beginning their duties.

b. Documentation:

- All training activities will be documented, including attendance and key topics covered.

- Records will be maintained to track compliance and progress.

6. Responsibilities

a. Supervisors:

- Responsible for conducting relevant on-the-job training and monitoring workers' progress.
- Address training needs and provide ongoing support.

b. HR Department:

- Responsible for organizing and overseeing induction training.
- Maintain training records and ensure all training requirements are fulfilled.

7. Review and Evaluation

a. Policy Review:

- This policy will be reviewed annually to ensure its relevance and effectiveness.

b. Training Effectiveness:

- The effectiveness of training programs will be evaluated through feedback and performance assessments.

8. Feedback:

Employees are encouraged to provide feedback on training programs to facilitate continuous improvement.

A handwritten signature in black ink, appearing to read 'Suehy'.

Authorized Signatory