Training, Learning, and Development Policy		
Title: Human Resource Development Policy		**Chapter No.: GT/Training Policy**
Approved by:	**Issued by:**	**Effective Date: 04-Jul-2023**
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		Copy No.01
Supersedes: All previous policies and circulars related to ' Training, Learning, and Development Policy' for Glosmos Technomerates LLP		

1. Introduction

At **Glosmos Technomerates LLP**, we are committed to the continuous development of our employees and stakeholders through structured training, learning, and development programs. These initiatives not only ensure compliance with health and safety standards but also foster personal and professional growth. This policy outlines the company's approach to technical training, safety education, OEM-specific training, and learning and development programs, ensuring alignment with national labor laws and international best practices.

2. Compliance with National and International Standards

2.1 National Standards (India)

- **The Occupational Safety, Health, and Working Conditions Code, 2020**: Ensures health and safety training for employees in hazardous environments.

- **The Factories Act, 1948**: Requires safety training for workers handling dangerous machinery or substances.

- **Skill India and National Skill Development Corporation (NSDC)**: Encourages skill development programs for employee career advancement.

2.2 International Standards and Best Practices

- **ISO 45001:2018**: Establishes global standards for occupational health and safety management systems, including employee safety training.

- **ILO (International Labour Organization) Convention No. 155**: Emphasizes the training and development of skills for workplace safety and risk prevention.

- **OSHA (Occupational Safety and Health Administration)**: Provides guidelines on safe work practices, PPE use, and employee safety training.

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3. Training and Development Programs

3.1 Onboarding and General Employee Training

All new employees will undergo onboarding training, including:

- **Company Orientation**: Introduction to company policies, values, and code of conduct.

- **Health and Safety Training**: Overview of workplace safety protocols, hazard identification, and emergency procedures in compliance with **ISO 45001** and **The Factories Act, 1948**.

- **Fire Safety Training**: Training on fire prevention, evacuation routes, and the use of firefighting equipment.

- **Life Safety and First Aid Training**: Basic first aid, CPR, and managing emergency incidents at work.

3.2 Job-Specific and Continuity Training

Training will be tailored to the specific job roles, ensuring that employees have the necessary skills for their tasks:

- **Field Technicians and Engineers**: Detailed technical training on installation, operation, and maintenance of security and safety systems.

- **Project Managers**: Training in risk management, safety protocols, and compliance with industry standards for project execution.

3.3 OEM-Specific Training

In collaboration with **Original Equipment Manufacturers (OEMs)**, training will cover:

- **Product Training**: Detailed instructions on installing, maintaining, and troubleshooting OEM products.

- **OEM Safety Guidelines**: Best practices for safe handling and operation of OEM systems, ensuring compliance with manufacturer instructions and safety protocols.

3.4 Safety and Hazard Awareness Training

Regular safety training will be provided to minimize risks and ensure compliance with national and international safety standards:

- **Personal Protective Equipment (PPE) Training**: Proper use, maintenance, and care of PPE in compliance with **ISO 45001** and national safety laws.

- **Hazardous Work Training**: Specialized training for employees working with electrical systems, heights, confined spaces, or hazardous materials, focusing on risk mitigation and safe work practices.

4. Learning and Development Framework

4.1 Learning and Development Initiatives

Glosmos Technomerates LLP encourages a culture of continuous learning through:

- **Skill Development**: Regular workshops and training sessions on technical skills, soft skills, and leadership development.

- **Leadership Training**: Programs to develop management and leadership skills for employees transitioning into supervisory roles.

- **Industry Certifications**: Financial and logistical support for employees pursuing external certifications and training relevant to their job roles.

4.2 Continuous Learning and Lifelong Development

Employees are encouraged to engage in continuous learning:

- **Online Learning Platforms**: Access to internal and external e-learning platforms to enhance technical, safety, and managerial skills.

- **External Training**: Opportunities to attend industry seminars, conferences, and training programs that foster career growth and align with industry advancements.

4.3 Career Development and Succession Planning

- **Career Path Programs**: Personalized development plans for employees to advance within the company, focusing on acquiring new skills for promotions.

- **Succession Planning**: Identifying and training high-potential employees for key leadership positions to ensure continuity and growth within the organization.

5. Implementation and Frequency of Training

5.1 Onboarding and Initial Training

- All employees will receive onboarding training covering general policies, safety protocols, and OEM product training during their first few weeks of employment.

5.2 Regular and Refresher Training

- **Annual Refresher Training**: Recurring safety, technical, and job-specific training to ensure continuous improvement and adherence to the latest industry standards.

- **OEM Training Updates**: Continuous learning sessions provided by OEMs to stay informed about new product updates, technological advancements, and safety improvements.

5.3 Tailored Training Programs

Training schedules will be tailored to the needs of each department, role, and work environment, with more frequent sessions for employees working in high-risk settings.

6. Training Evaluation and Continuous Improvement

6.1 Training Feedback and Evaluation

- After each training session, employees will provide feedback to assess its relevance and effectiveness. The HR department will review and improve future training programs based on this feedback.

6.2 Competency Assessments

- Employees will undergo regular assessments to ensure they have retained the necessary skills and knowledge from their training. These assessments may include practical tests, on-the-job evaluations, or written exams.

6.3 Continuous Improvement of Training Programs

- Training programs will be updated regularly to reflect new regulations, technologies, and best practices. Feedback from participants and industry developments will guide these improvements.

7. Compliance and Record Keeping

7.1 Training Documentation

- The company will maintain records of all training sessions, including dates, content, and completion status. These records will be essential for audits and compliance verification.

7.2 Audits and Compliance Checks

- Regular internal and external audits will be conducted to ensure compliance with national and international safety regulations, including **ISO 45001**, **ILO standards**, and local labor laws.

7.3 Corrective Actions for Non-Compliance

- Employees who fail to complete mandatory training or demonstrate non-compliance with safety standards will undergo additional training and may face disciplinary measures if necessary.

8. Collaboration with External Experts and Authorities

- **External Trainers and Experts**: The company will engage with certified trainers and industry experts to provide specialized safety and technical training.

- **Government and Industry Partnerships**: Collaborating with government bodies like **Skill India**, and **NSDC**, as well as industry associations, to stay current with training standards and receive external validation of the company's training programs.

9. Stakeholder Training

- All contractors, partners, and stakeholders involved in the company's projects will be required to undergo relevant safety, technical, and OEM product training.

- Compliance with safety and product handling standards will be mandatory for all stakeholders operating within **Glosmos Technomerates LLP** projects.
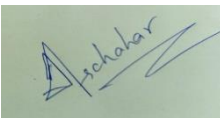
10. Conclusion

Glosmos Technomerates LLP is committed to providing its employees with the knowledge, skills, and resources necessary for their professional development, safety, and success. This policy ensures that all employees, contractors, and stakeholders are adequately trained, continuously learning, and fully compliant with both national and international standards. Our ongoing investment in training and development promotes a safer, more productive workplace, while empowering our workforce to achieve excellence in their roles.

Learning, development, and safety are integral to our growth and success.

For Glosmos Technomerates LLP

Head HR

Annexures

1. **National Standards Referenced**:
    - The Occupational Safety, Health, and Working Conditions Code, 2020
    - The Factories Act, 1948
    - Skill India and NSDC initiatives

2. **International Standards Referenced**:
    - ISO 45001:2018
    - ILO Convention No. 155
    - OSHA (Occupational Safety and Health Administration) guidelines

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