



SHIPTECH
— D R Y D O C K S —

TRAINING POLICY

Shiptech Drydocks Operations is committed to provide its employees with the job knowledge, skills, and competencies to enable them to perform themselves and their co-workers.

The purpose of this policy is to:

- *Ensure continual improvement of performance, both for the individual and the organization, in support of the Shiptech Drydocks Operations goals.*
- *Encourage Shiptech Drydocks Operations employees to develop the knowledge, attitudes, skills needed to be effective in their jobs.*

Shiptech Drydocks Operations will provide induction training program for all employees to assist them to adjust to their work environment, roles, and responsibilities.

Employees will receive training and development to help them to perform their duties effectively. Where new or additional duties require the development of further skills, staff should expect to be given training in those skills.

All our employees are responsible for attending training for which they are scheduled and for making responsible notification prior to the training date to the HR Manager when scheduled training must be cancelled. When at all possible, cancellation notice shall be rendered at least two weeks prior to the training date to allow sufficient time for substitutions to be made.

Department Heads are responsible to make the employees available for any course booking and encourage the identification of the training needs analysis through annual appraisal review.

Shiptech Drydocks Operations expects the employees who have undergone specific training to work for a minimum period of two years from the date of the training and that the employees will apply the training or development policy and perform their job to the best of their capability.

Sep 2024


General Manager