



# Corporate Training and Talent Development Policy

CEO  
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**VERSION CONTROL**

Version	Date	Changes
V1	20/10/2020	New Creation
V2	19/07/2024	Update

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# 1. Purpose

The Training and Talent Development Policy aims to establish a framework for the continuous development of the skills and knowledge of the people who work at URBASER, aligned with the mission and vision of our company. This policy seeks to foster a continuous learning environment that allows people to reach their full potential and contribute effectively to the success of the organization.

# 2. Scope of Application

This Policy applies to all directors, managers and employees, including managers and members of the governing bodies of the various companies that make up Urbaser, its subsidiaries and wholly or majority-owned companies and joint ventures controlled by Urbaser management or in which Urbaser has a majority interest.

# 3. Principles

- **Continuous Development:** Promote a culture of continuous learning and professional development.
- **Equal Opportunity:** Ensure that all employees have equal access to training and development opportunities.
- **Relevance and Quality:** Provide high quality training programs that are relevant to the needs of the company and employees.
- **Evaluation and Improvement:** Regularly evaluate training programs to ensure their effectiveness and make continuous improvements.

# 4. Responsibilities

- **Human Resources Department:** Responsible for the planning, implementation and follow-up of all training and development programs. It must also ensure the availability of necessary resources and coordinate with other departments.
- **Directors and Managers:** They must identify training needs in their teams, support their team members in their development efforts and provide opportunities for growth.
- **Employees:** Are responsible for actively participating in training opportunities and applying the learning acquired in their daily roles.

# 5. Identification of Training Needs

- **Performance Evaluations:** which will be one of the tools used to identify training needs.
- **Surveys and Feedback:** Surveys and direct feedback from employees and managers will be used to identify areas for improvement and training needs.
- **Values/Competencies Assessment:** A periodic values/competencies analysis will be conducted to ensure that

employees' skills are aligned with the company's strategic objectives.

## 6. Types of Training

- **Initial Training:** Orientation and initial training for new employees, including introduction to company culture, policies and procedures.
- **Technical Training:** Specific programs to develop technical skills required in different roles within the company.
- **Leadership Development:** Programs designed to identify and develop leadership skills in high potential employees.
- **Continuing Education:** Regular opportunities for professional and personal development, including courses, workshops, seminars and certifications.
- **Mandatory Training:** Training necessary for the company's activity, training in legal, compliance and safety issues that all employees for whom it is intended must complete.

## 7. Training Methods

- **Interns:** Courses and workshops given by internal personnel.
- **External:** Training and certifications provided by external institutions, Universities and Training Centers.
- **E-Learning:** Online learning platforms accessible to all employees.
- **Mentoring and Coaching:** Mentoring and coaching programs to provide individualized support and skills development.

## 8. Evaluation and follow-up

- **Effectiveness Evaluation:** Regular evaluations will be conducted to measure the effectiveness of training programs, using satisfaction surveys, post-training evaluations and performance analysis.
- **Progress Tracking:** Managers and Human Resources will keep track of employee progress in training and development programs.

## 9. Budget and Resources

- **Budget Allocation:** A specific annual budget will be allocated for training and development, ensuring sufficient resources to meet identified needs.
- **Access to Resources:** All employees will have access to a library of learning resources, including books, articles, online tools and training materials.

## 10. Policy Review

The Human Resources Department will periodically review the content of this Policy to ensure that it complies with regulations and includes the latest recommendations and best practices, proposing any updates that contribute to its development and continuous improvement.



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