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1. PURPOSE

Carrier Wheels Pvt. Ltd. ("CWPL") recognizes that employee skills, knowledge, and competence are critical to organizational success and safe operations.

This Policy establishes CWPL's commitment to continuous learning, skill development, and professional growth of its employees.

2. SCOPE & APPLICABILITY

This Policy applies to:

- All employees (permanent, probationary, contractual, temporary)
- Trainees, apprentices, and associates
- Employees across all functions and levels

Compliance with this Policy is mandatory.

3. POLICY COMMITMENT

CWPL commits to:

- Providing relevant training to enhance employee competence
- Supporting professional and skill development
- Ensuring training related to safety, quality, ethics, and compliance
- Promoting equal access to training opportunities

4. TRAINING OBJECTIVES

Training programs aim to:

- Improve job-related skills and productivity
- Enhance health, safety, and environmental awareness
- Ensure compliance with laws and internal policies
- Support career growth and employee engagement

5. TYPES OF TRAINING

CWPL may provide the following types of training:

a) Induction & Orientation Training

- Introduction to company policies, procedures, and culture
- Health, safety, and workplace rules

b) Job-Specific & Skill Training

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- Technical and operational skills
- Process, quality, and equipment training

c) Health, Safety & Environment (HSE) Training

- PPE usage and safety procedures
- Emergency preparedness and response
- Incident and near-miss awareness

d) Compliance & Ethics Training

- Code of Conduct and ethical behavior
- Anti-bribery, fraud prevention, and information security

e) Development & Refresher Training

- Periodic refresher programs
- Leadership or supervisory development, where applicable

6. TRAINING PLANNING & IMPLEMENTATION

CWPL ensures:

- Identification of training needs through performance reviews, audits, and operational requirements
- Preparation of an annual or periodic training calendar
- Use of internal or external trainers, as appropriate

Training delivery may include classroom sessions, on-the-job training, toolbox talks, or demonstrations.

7. EQUAL OPPORTUNITY IN TRAINING

CWPL ensures:

- Fair and non-discriminatory access to training
- Equal opportunity for skill enhancement and development
- No bias based on gender, age, caste, religion, or employment status

8. TRAINING RECORDS & DOCUMENTATION

CWPL maintains:

- Attendance records
- Training content or materials
- Evaluation or feedback records, where applicable

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These records serve as evidence of compliance and effectiveness.

9. EMPLOYEE RESPONSIBILITIES

Employees are expected to:

- Actively participate in assigned training programs
- Apply learning in daily work
- Follow safety and operational instructions provided during training

10. MONITORING & EFFECTIVENESS

CWPL may evaluate training effectiveness through:

- Performance assessments
- Incident reduction trends
- Feedback from employees and supervisors

11. AWARENESS & COMMUNICATION

- This Policy shall be communicated to all employees
- Awareness may be provided during induction or internal communication
- Employees are responsible for understanding this Policy

12. REVIEW & CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to:

- Address evolving skill requirements
- Improve training effectiveness
- Align with business and compliance needs

13. APPROVAL & EFFECTIVE DATE

This Employee Training & Development Policy is approved by the Management of Carrier Wheels Pvt. Ltd. and is effective from the date of issue.

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	Name/Designation	Signature	Remarks for Revision
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