

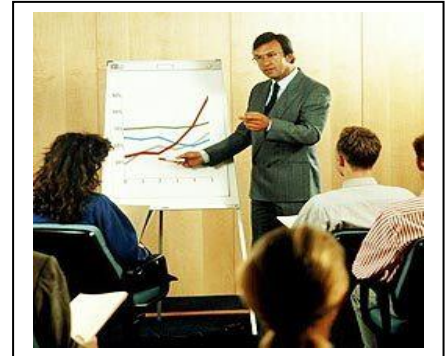
POLICY STATEMENT ON **TRAINING & DEVELOPMENT**

LEPRA Society as an equal opportunity employer supports all its employees through optimum Training & Development programmes to enhance their knowledge, skills and attributes required to carry out their current roles effectively. This Policy Statement covers the protocol of such training programmes both in India and abroad.

In-house trainings: The organisation constantly conducts In-House trainings at Project/region/division/ head office levels by utilising the services of internal and external resource persons.

External trainings: External trainings are arranged on the basis of:

1. Request by the employee (through proper channel).
2. Training needs of an employee identified by the line manager.
3. As recommended in annual appraisal report.



Besides the above the HRD disseminates the information of various trainings to all projects/offices which can be recommend by the competent authorities.

Pre-training obligations:

- a) A formal approval from the line manager/ competent authority to be obtained to attend the identified training.
- b) To ensure the smooth functioning of the project/office in the absence of employee concerned his/her duties and responsibilities to be delegated to another person as directed by the line manager.
- c) The staff attending the training/MDP must execute a bond stating that the employee will serve the organisation for a stipulated period as specified below or compensate with salary for the same period in lieu of.

Duration of Training/ MDP	Bond Period
Up to 1 Week*	3 Months
1 week to 1 month	6 Months
More than 1 month	1 Year

* In case the trainings fee is below Rs.5000/- bond need not to be executed.

It is at the discretion of “Committee of Senior Staff” to provide relaxation in deserving cases.

A descriptive report on the observations and learnings from the training to be submitted to the HRD, Head Office through proper channel.