

# Travel Blue Ltd. Career Management & Training Policy

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## Policy Statement

At Travel Blue Ltd., we are committed to fostering a culture of continuous learning, professional development, and career growth for all employees. We recognize that investing in employee skills and career advancement not only benefits individuals but also strengthens the long-term success and sustainability of our business.

## Scope

This policy applies to all Travel Blue Ltd. employees, regardless of location or role. It covers training, career development, internal mobility, and performance support.

## Key Objectives

- **Professional Growth:** Provide employees with opportunities to enhance their skills, knowledge, and competencies.
- **Effective Training:** Deliver relevant and effective training programs that support both current job performance and future career opportunities.
- **Career Advancement:** Promote career progression and internal mobility, encouraging employees to explore new roles and responsibilities within the company.
- **Equal Opportunities:** Ensure all employees have equal access to training, development, and career opportunities, free from discrimination.
- **Sustainability and Ethics:** Integrate training on sustainability, health & safety, and ethical business practices into our development programs.

## Responsibilities

**Management:** Define career development goals, allocate resources, communicate internal opportunities, and monitor training participation.

**Employees:** Take ownership of professional development, identify training needs, and actively participate in development programs.

## **Training and Development**

- **Training Needs Assessment:** Conduct regular assessments to identify employee learning needs.
- **Training Programs:** Offer a mix of technical skills, soft skills, leadership, digital skills, and industry-specific training, delivered internally and externally.
- **Access to Resources:** Provide access to online platforms, workshops, webinars, conferences, and mentorship programs.
- **Sustainability & Compliance Training:** Ensure employees receive training on environmental responsibility, data privacy, anti-bribery, and workplace safety.

## **Career Management**

- **Career Pathways:** Define clear career pathways and progression frameworks to guide employee growth.
- **Internal Mobility:** Encourage employees to apply for internal job postings and participate in cross-functional projects.
- **Performance & Feedback:** Provide regular performance reviews and constructive feedback to support employee development plans.

## **Employee Engagement**

Employees are encouraged to participate in training and development activities, seek feedback, and use available resources to shape their own career growth.

## **Monitoring and Reporting**

Progress will be monitored annually through training records, employee surveys, and HR reports. Evidence includes training logs, employee feedback, internal job posting records, and performance review data.

## **Review and Revision**

This policy will be reviewed every two years or sooner if organizational or regulatory changes occur. Travel Blue is committed to continuous improvement in employee career management and training.

Effective Date: 01/10/2025