

## **Training and Development Policy Introduction**

At SAJ Digital Energy Australia Pty Ltd, we firmly believe that investing in the growth and development of both our employees and customers is fundamental to both their individual success and the overall prosperity of their respective organisation's.

Therefore, this Training and Development Policy articulates our unwavering commitment to providing comprehensive training opportunities that aim to enhance the skills, knowledge, and performance of our workforce & customers.

### **Purpose**

The purpose of this policy encompasses several key objectives:

- The policy is designed to support the professional growth and development of both our employees and customers, enabling them to thrive in their roles and contribute meaningfully to their organisation's objectives.
- Secondly, it seeks to elevate employee performance and productivity through targeted training interventions.
- Additionally, it aims to ensure alignment with organisational goals and industry standards, thereby fostering a culture of excellence and continuous development and improvement.
- Lastly, it endeavours to promote a culture of learning and development, wherein employees are encouraged to pursue lifelong learning and embrace new challenges.

### **Scope**

This policy applies comprehensively to all employees and customers of SAJ Digital Energy Australia Pty Ltd, including full-time, part-time, and temporary staff, as well as contractors and volunteers engaged in company activities.

It encompasses a wide array of training and development initiatives sponsored or endorsed by the company, whether conducted internally or externally, and spans across various job roles and departments.

### **Policy Statements Training Needs Assessment:**

The company is committed to conducting regular assessments to identify the training needs of employees at all levels. These assessments take into account factors such as job requirements, skill gaps, career aspirations, and organizational priorities, ensuring that training interventions are tailored to meet the specific needs of individuals and the organisation as a whole.

### **Training Programs:**

SAJ Digital Energy Australia Pty Ltd is dedicated to providing a diverse range of training programs to cater to the varied needs of its workforce. These programs encompass a spectrum of learning opportunities, including orientation for new employees & customer, technical skills development, leadership training, and professional certifications, delivered through a mix of modalities such as workshops, seminars, online courses, and on-the-job training