

Learning & Training Policy / OPC Headquarters – April 2025

1. Purpose

At OPC, we view the professional development of our employees as a key component of our organizational success.

The purpose of this policy is to establish a clear and structured process for employee training and learning, in order to enhance skills, support professional growth, and achieve company goals.

2. Identifying Training Needs

Training needs are identified based on the following:

1. **Job Definition Requirements** – As part of defining each role, required certifications, recommended topics for professional development, and career progression will be outlined.
2. **Performance Review Discussions** – During biannual evaluation meetings, the manager and employee will document training needs aimed at the employee's advancement and development. HR will consolidate these needs and incorporate them into the annual training plan as appropriate.
3. **Regulatory Compliance and Knowledge Gaps** – Department managers are responsible for notifying HR of regulatory requirements or the need for training to address knowledge gaps and ensure proper employee qualification.

The person requesting a training or certification is responsible for ensuring the content meets defined professional standards, submitting a list of required participants, and confirming their commitment, attendance, and participation.

3. Types of Training and Certification

All training or development activities must be coordinated in advance with the HR department and documented for tracking and evaluation purposes.

3.1 Internal Professional Training

Internal training is intended to share information within the company. Coordination is handled internally among the relevant parties. Once finalized, the training initiator must submit the details to HR, which will distribute invitations and record attendance.

3.2 External Training

A department manager requesting external training for employees must submit a request to the HR team. HR will forward the request for preliminary approval by the relevant VP.

HR is responsible for coordinating the training with the manager, including: identifying a suitable vendor, scheduling an introductory meeting to define needs, obtaining a price quote, initiating the purchasing process, and confirming the training arrangement. Training priorities will be determined based on the annual budget and approved training plan.

No training engagements may be made without coordination through HR.

4. Training Budget

Each calendar year, in collaboration with managers, HR conducts a formal process to identify training needs and build an annual training plan.

This includes determining the approved training budget for the year, aligned with business goals and professional development priorities.

All trainings must be coordinated in advance with HR and be subject to the pre-approved budget.

This process ensures optimal use of resources, alignment with organizational needs, and continuous tracking of plan execution.

6. Employee Responsibilities

1. An employee scheduled for training is required to participate fully according to the defined agenda and schedule.
2. An employee who is absent from a training without prior approval may have their participation in future training reconsidered.
3. Employees must report training hours in the attendance system ("Hilaneet"), whether during or outside of regular work hours, selecting the appropriate category (e.g., "Training During Work Hours" / "Training Outside Work Hours").

7. Academic Studies and Employee-Initiated Learning

OPC recognizes the value of ongoing learning and personal development beyond formal training programs.

We encourage employees to acquire new knowledge and skills through academic studies or other professional learning initiatives they pursue independently, understanding that this learning can benefit both the individual and the organization.

OPC strives to allow flexibility to support employees' learning needs. Requests for flexible working terms, such as adjustments to work hours on class days or before exams are considered based on their individual nature, operational needs, and the team's capacity.