

Ref. No.: CCPL/CSR/HR-09

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A. Purpose & Scope:

At Cooper Corporation Pvt. Ltd., we recognize the importance of career development and training in fostering a skilled and motivated workforce. This Career Management and Training Policy outlines our commitment to providing opportunities for professional growth, continuous learning, and career advancement for our employees.

1. Career Development Opportunities:

We are dedicated to supporting the career aspirations and growth of our employees. We will provide a range of career development opportunities, including training programs, job rotations, mentoring, and coaching. We encourage employees to take ownership of their career development and provide resources and guidance to assist them in setting career goals and creating development plans.

2. Performance and Development Discussions:

We will facilitate regular performance and development discussions between employees and their managers. These discussions will provide a platform to review performance, identify strengths and areas for improvement, and discuss career aspirations. Managers will provide constructive feedback, guidance, and support to help employees in their career progression.

3. Training and Learning Programs:

We will provide comprehensive training and learning programs to enhance the skills, knowledge, and competencies of our employees. Training programs will be tailored to meet the specific needs of different roles and career stages. We will offer a mix of on-the-job training, workshops, e-learning modules, and external training opportunities to foster continuous learning and development.

4. Skills Enhancement and Upskilling:

We are committed to ensuring that our employees have the necessary skills and capabilities to meet current and future job requirements. We will identify skill gaps and provide relevant training to enhance employee skills. We will also promote upskilling initiatives to enable employees to adapt to technological advancements and changing industry trends.

5. Talent Management and Career Mobility:

We will implement talent management practices to identify high-potential employees and provide them with opportunities for accelerated development and career advancement. We will foster a culture of internal promotion and talent retention, promoting employees' growth within the organization with cross functional opportunities wherever possible. We will also provide support for employees to pursue external career opportunities if they choose to do so.

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6. Employee Engagement and Support:

We will actively engage with employees to understand their career aspirations, interests, and development needs. We will provide guidance, support, and resources to help employees navigate their career paths. We encourage open communication and provide avenues for employees to express their career aspirations, seek feedback, and discuss development opportunities.

7. Recognition and Rewards:

We will recognize and reward employees for their achievements and contributions. We will implement a fair and transparent performance evaluation system that acknowledges and rewards employees' efforts and accomplishments. We will link career progression and advancement opportunities to performance and potential, ensuring a merit-based approach.

8. Succession Planning:

We will develop and maintain a robust succession planning process to ensure continuity and talent readiness for key positions within the organization. We will identify critical roles, assess talent potential, and implement development plans to groom internal candidates for future leadership positions. We will also consider diverse talent pools to promote inclusivity and diversity in succession planning.

9. Compliance and Legal Requirements:

We will comply with all applicable laws, regulations, and industry standards related to career management and training. We will stay informed about changes in legislation and ensure our practices align with legal requirements. We will provide equal opportunities for career development and training, irrespective of race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

Review and Update:

We will periodically review and update our Career Management and Training Policy to reflect evolving industry practices, technological advancements, and changing employee needs. We will engage with employees, stakeholders, and experts to ensure that our practices remain effective, relevant, and aligned with the principles of career development and continuous learning.

B. Contact Information:

For questions or comments about this policy, contact Chief Human Resources Officer (CHRO)

C. Created / Approved By:

Signed,

Nitin Deshpande
Chief Human Resources Officer (CHRO)
Date: 14-July-2023



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DOCUMENT REVISION HISTORY DETAILS:

Sr No	New Rev. No / Date	Reason for change	Brief details of change	Issue to	Issued By	Approved By
01	00/ 14.07.2023	New released	Global ECOVADIS requirement	Issue all user department – Portal / Website, all suppliers, all employees etc	AGM	NPD