



# Growth & Development Policy

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To evaluate and improve the employee's knowledge, skills and attitude and to facilitate their overall individual development.

## Performance Appraisal

- At the end of every fiscal year the employee and the supervisors will be evaluated on their performance.
- These results will be reviewed by the senior management and will provide a base for planning the growth and development of the employees.

## Training and Development

- Based on the appraisal results the employees will be given formal or informal training to improve their abilities and skills.
- Employees who have shown exceptional performances will be given multi-skilling training.
- Employees who are identified as potential supervisors will be given soft skills training and behavioral mentoring.
- All employees who undergo training will be evaluated after their training to check their effectiveness and the training effectiveness.
- An interview to review the trainee and training results will be conducted.

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Managing Director