

## Training and Awareness Policy



### Mandatory Training Programs

Acuti Labs is committed to ensuring that all employees are knowledgeable about the company's Code of Conduct & Ethics and other relevant policies. Mandatory training programs are designed to equip employees with the necessary understanding and skills to uphold our values and comply with legal and regulatory requirements.

- Code of Conduct Training:** All employees must complete training on the Code of Conduct & Ethics upon joining the company and participate in annual refresher courses on Acuti's digital platform. This training covers the core values, ethical standards, and specific policies outlined in the Code.

- **Legal and Compliance Training:** Employees will receive training on applicable laws and regulations relevant to their roles. This includes, but is not limited to, anti-corruption, anti-bribery, data protection, trade compliance, and workplace safety.
- **Role-Specific Training:** Additional training may be required for employees based on their specific job functions.
- **Health and Safety Training:** All employees must participate in health and safety training programs, which include emergency procedures, workplace ergonomics, and hazard identification and reporting.
- **Diversity and Inclusion Training:** Training programs on diversity, inclusion, and non-discrimination are mandatory to promote a respectful and inclusive work environment.

**Non-Compliance:** Failure to comply with the mandatory training may result in a detrimental impact in your performance review. Employees are expected to take this requirement seriously and complete this in a timely manner.

## Continuous Learning and Development

Acuiti Labs values continuous learning and development to foster a culture of growth, innovation, and excellence. We provide opportunities for employees to enhance their skills, knowledge, and professional development.

- **Onboarding Training:** New employees undergo a structured onboarding program to familiarize them with the company's culture, processes, and tools.
- **Ongoing Education:** Employees are encouraged to pursue ongoing education and professional development opportunities. This may include attending conferences, workshops, seminars, and online courses related to their field example SAP BRIM certifications.
  - **Technical Training:** Regular technical training sessions are conducted to keep employees updated with the latest industry trends, tools, and technologies.
  - **Soft Skills Training:** Programs focused on communication, leadership, teamwork, and other soft skills are offered to enhance overall professional capabilities.
  - **Leadership Development:** High-potential employees are identified for leadership development programs that prepare them for managerial and executive roles.

- **Development Programs:** The company offers various development programs, such as leadership training, mentorship programs, and cross-functional projects, to help employees advance their careers and develop new skills.
  - **Mentorship Programs:** Employees are paired with experienced mentors who provide guidance, support, and career advice.
  - **Workshops and Seminars:** Regular workshops and seminars are organized on various topics to encourage continuous learning.
  - **Certification Programs:** The company sponsors certifications and professional courses relevant to the employee's role and career aspirations.
  
- **Feedback and Evaluation:** Regular performance evaluations and feedback sessions will be conducted to identify development needs and create personalized development plans for employees.
  
- **Access to Resources:** Employees will have access to a variety of learning resources, including online learning platforms, industry publications, and internal knowledge-sharing sessions.
  
- **Certification and Accreditation:** The company supports employees in obtaining relevant training, certifications, membership for relevant professional organisations and accreditations that enhance their professional qualifications and contribute to their career growth. In such cases a learning agreement may be applied which typically includes a clawback clause, requiring the employee to reimburse the employer for training costs if they resign or are terminated for cause within a specified timeframe after completing the training.
  
- **Learning Platforms:** Access to online learning platforms and resources is provided to support continuous education and skill development.