

## Corporate Employee Training and Development Policy

### 1. Introduction

2. At Transoil-Group of Companies (“TOGC”), we are committed to fostering a culture of continuous learning and professional growth. Our Training and Development Policy is designed to enhance the skills, knowledge and capabilities of our employees, ensuring their personal and professional development while contributing to the overall success of our organization.

### 3. Commitment to Employee Development

We recognize our responsibility to invest in the ongoing training and development of our employees. This commitment extends to all levels of our organization, ensuring that employees have access to opportunities that support career advancement, skills enhancement and leadership development.

### 4. Key Principles

Our Training and Development Policy is based on the following key principles:

- a. **Equal Access to Training Opportunities:** We provide fair and equal access to training programs for all employees, regardless of their role, department or level within the organization.
- b. **Skill Enhancement and Career Growth:** We design training programs to enhance employees' technical, managerial and leadership skills, aligning with both individual career aspirations and company goals.
- c. **Compliance and Industry Standards:** Our training programs comply with all relevant industry standards, regulations and legal requirements to ensure a knowledgeable and competent workforce.
- d. **Workplace Effectiveness and Productivity:** We prioritize training that enhances workplace efficiency, productivity and innovation, ensuring employees have the necessary skills to excel in their roles.
- e. **Leadership and Management Development:** We invest in leadership development programs that prepare employees for higher responsibilities and strengthen our organizational leadership pipeline.
- f. **Technology and Digital Skills Advancement:** We incorporate training in emerging technologies and digital tools to ensure employees remain adaptable in an evolving work environment.
- g. **Learning Culture and Continuous Improvement:** We promote a culture of learning where employees are encouraged to seek growth opportunities and develop professionally throughout their careers.
- h. **Mentorship and Coaching Programs:** We support mentorship and coaching initiatives to facilitate knowledge transfer and enhance on-the-job learning experiences.
- i. **Performance-Linked Training:** We align training initiatives with employee performance assessments, ensuring that development efforts contribute to personal and organizational success.

### 5. Implementation and Monitoring

We implement this policy through the following measures:

- **Training Needs Assessments:** We will conduct regular assessments to identify skill gaps and tailor training programs accordingly.



- **Structured Learning Programs:** We will offer a mix of in-house training, external courses, e-learning modules and workshops to meet diverse learning needs.
- **Employee Participation and Feedback:** We will encourage employees to actively participate in training and provide feedback to enhance program effectiveness.
- **Performance Tracking:** We will monitor training outcomes and their impact on employee performance and organizational growth.
- **Resource Allocation:** We will ensure adequate resources and funding for employee training and development initiatives.

#### 6. Reporting and Accountability

We commit to transparency in our training and development initiatives by tracking participation, measuring effectiveness and reporting on progress. We hold ourselves accountable through continuous evaluation and improvement of our training programs.

#### 7. Review and Continuous Improvement

This policy will be reviewed periodically to ensure its relevance and effectiveness. We remain committed to adapting our training strategies to evolving industry trends and workforce needs.

#### 8. Conclusion

At TOGC, we believe that investing in our employees' development is fundamental to their success and the success of our organization. We are dedicated to fostering an environment where learning and professional growth are valued and encouraged.

As Chairman of the Board of Directors and as being authorized for this purpose by the Board of Directors corporate resolution dated 19 May 2025, I am committed to this Employee Training and Development Policy and to continuous improvement in our Company's efforts to enhance employee skills and knowledge.

Responsibility for the successful implementation of this policy belongs to every TOGC employee, at each level and function within the Company.

Approved:

Vaja Jhashi

Chairman of the Board of Directors

                     2025

**TRANS-OIL**  
Group of Companies