PROFESSIONAL DEVELOPMENT POLICY

1.0. PURPOSE

Glad Group recognises the importance of professional development for its employees to enhance growth and gaining new skills through continuous education and career training.

The purpose of this policy is to support employees to pursue their professional career development journey as an integral part of their employment with Glad Group. It aims to increase employee skills within the workplace and increase productivity that will benefit both the employee and Glad Group.

2.0. SCOPE

This policy is applicable to all Glad Group employees seeking request for funding of a program. For the purposes of this policy Glad Group consists of:

- **Glad Group Pty Ltd** | ABN 62 092 928 115
- Glad Security Pty Limited t/as **Glad Group Services** | ABN 122 097 590
- **Glad Maintenance Pty Ltd** | ABN 85 127 522 481
- **Auxus Pty Ltd** | ABN 12 655 147 292
- Stratium Global Pty Ltd t/as **Unifyd Tech** | ABN 55 627 094 366
- **Australian Protective Services Pty Ltd |** 47 610 471 424

3.0. POLICY STATEMENT

Where an employee wants to attend a training or development course, undergo a form of short study, or attend a seminar or event or similar ('the program') that is relevant to their work with Glad Group, then Glad Group may, at its absolute discretion, agree to pay for some or all of the program as well as treating the employee's time at that program as time worked.

3.1. Fund Criteria

The minimum criteria must be met for Glad Group to consider funding a program:

- be relevant to the role and responsibilities the employee is undertaking or will be undertaking within Glad Group
- not form part of the already existing inherent requirements of the employee's role. For example, a security officer cannot request funding of a first aid license or security license under this policy

3.2. Request Procedure

Prior to requesting a program employees should ensure that the program is suitable for their role and responsibilities within Glad Group. The following should be included in the request:

- why the program is beneficial to the employee and Glad Group
- course details including program provider, content, cost, outcomes and duration
- any required time away from work if any
- Employees must submit their request to their manager at least 8 weeks prior to the commencement of the program or as soon as reasonably practicable

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- The manager must discuss with their senior leadership member to determine if the program is relevant for the employee and if Glad Group may cover some or all of the cost of the program

3.3. Funding of Program

- the senior leadership member will consider the funding or refer the request to the Chief Executive Officer depending on the cost of the program
- funding of a program is at the sole discretion of Glad Group and will be determined on a case-by-case basis
- the funding may be paid directly by Glad Group, or the employee may be afforded a reimbursement of the cost of the program
- a program must have been approved by Glad Group prior to the commencement of the program for a reimbursement to be considered
- funding may only be considered where the employee agrees to sign the Glad Group repayment agreement

3.4. Employee Repayment of Funding

Where Glad Group funds a program and the employee voluntarily resigns from Glad Group within a certain timeframe the employee agrees to reimburse Glad Group based on the following scale:

- prior to 3 months after completing the program - 100% of Glad Group's contribution
- between 3 months and before 6 months - 50% of Glad Group's contribution
- from 6 months and before 12 months - 10% of Glad's contribution.

4.0. LOG OF CHANGES

DATE	AMENDMENTS	AUTHORISED BY	REVISION
November 2014	Version 1	Nick Iloski	1
November 2016	Version 2	Nick Iloski	2
March 2022	Version 3	Christopher Errington	3
February 2025	General Updates	Ann Shanahan	4

5.0. RELATED POLICIES AND PROCEDURES

- annual performance review procedure
- performance review policy
- Glad Group program repayment agreement

6.0. CONTACT FOR QUESTIONS

Please contact the People & Culture for any questions relating to this policy.

Authorised by:

Kiri Chase

Head of People and Culture

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Appendix A:

PROGRAM REPAYMENT AGREEMENT

I (full name), _____understand and acknowledge that this Program Repayment Agreement is a legally enforceable agreement.

Where Glad Group funds a program and I voluntarily resign from Glad Group within a certain timeframe as per below, I agree to reimburse Glad Group for the program based on the following:

- prior to 3 months after completing the program - 100% of Glad Group's contribution.
- from 3 months and before 6 months - 50% of Glad Group's contribution.
- from 6 months and before 12 months - 10% of Glad's contribution.

I understand and consent:

- that Glad Group can deduct the amount owing (either partially or in full) from any owed wages or owed entitlements upon my cessation of employment.
- to repay any remaining outstanding balance within 14 days of cessation of employment in a manner as requested by Glad Group.

I understand that if I fail to repay the owed amount, Glad Group reserves the right to take legal action against me due to breach of agreement to recover the amount without further notice to me, via a third party debt recovery agent or via court proceedings.

I have carefully and completely read this agreement and fully understand its purpose, intent and effect. I have voluntarily executed the agreement by action of my own free will.

Employee Name: _____

EmployeeID: _____

Employee Signature:_____

Date:_____

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