



# FLYING FIRE SERVICES PVT. LTD.

An ISO 9001:2015 Certified Company

CIN : U74999HR2017PTC069190 | MSME NO.: HR05E0006626  
GSTIN : 06AADC1050D1ZC | PAN : AADC1050D

## EMPLOYEE TRAINING AND DEVELOPMENT POLICY

This **Employee Training and Development Policy** is ready to be tailored to your company's needs and should be considered a starting point for setting up your employment policies. An employee training and development policy may also be referred to as **Staff Training and Development Policy** or **Employee Development Policy**.

### Policy Brief & Purpose

Our **Employee Development company policy** refers to the company's learning and development programs and activities.

In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the company. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

### Scope

This policy applies to all permanent, full-time or part-time, employees of the company. Employees with temporary/short-term contracts might attend trainings at their manager's discretion.

This policy doesn't cover supplementary employees like contractors or consultants.

### Policy elements

Employees, managers and Human Resources (HR) should all collaborate to build a continuous professional development (CPD) culture. It's an employee's responsibility to seek new learning opportunities. It's a manager's responsibility to coach their teams and identify employee development needs. And it's HR's responsibility to facilitate any staff development activities and processes.

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## What do we mean by training and development?

In general, we approve and encourage the following employee trainings:

- ♦ Formal training sessions (individual or corporate)
- ♦ Employee Coaching and Mentoring
- ♦ Participating in conferences
- ♦ On-the-job training
- ♦ Job shadowing Job
- ♦ rotation

As part of our learning and development provisions, we can also arrange for subscriptions or educational material, so employees will have access to news, articles and other material that can help them become better at their job. There are two conditions for this:

- ♦ Subscription/Material should be job-related
- ♦ All relevant fees should not exceed a set limit per person

This list doesn't include software licences or other tools that are absolutely necessary for employees' jobs.

## Individual training programs

The company has certain provisions regarding individual training programs. All employees that have worked for the company more than four months are eligible to participate in external training programs individually or in teams. We will set a budget for each employee at the beginning of a year, which we'll renew annually. Employees can be absent for training for up to 10 days per year.

Employees can choose to attend as many training programs as they want, provided they don't exceed the budget and day limit. If they do, they'll have to use their paid time off (PTO) and pay any extra fees themselves.

Employees may have to bring proof of attendance.

Any employee training that the company mandates (e.g. due to inadequacies of an employee's performance or changes in their job description) is excluded from the training budget and time limit. The company may take care of the entire cost.

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This category also includes training conducted by internal experts and managers. Examples are:

- ♦ Training new employees
- ♦ Training teams in company-related issues (e.g. new systems or policy changes)
- ♦ Training employees to prepare them for promotions, transfers or new responsibilities

Employees won't have to pay or use their leave for these types of trainings. Attendance records may be part of the process.

## Other types of training

Both employees and their managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring their subordinates.

Employees and managers are responsible for finding the best ways to CPD. They can experiment with job rotation, job shadowing and other types of on-the-job training (without disrupting daily operations). We also encourage employees to use their rights for self-paced learning by asking for educational material and access to other resources within allocated budget.

General guidelines:

- ♦ *All eligible employees are covered by this policy without discriminating against rank or protected characteristics.*
- ♦ *Managers should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.*
- ♦ *All employee development efforts should respect cost and time limitations, as well as individual and business needs.*
- ♦ *Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work.*
- ♦ *Employees are encouraged to use up their allocated training budget and time.*

## Procedure

This procedure should be followed when employees want to attend external training sessions or conferences:

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1. Employees (or their team leaders) identify the need for training.
2. Employees and team leaders discuss potential training programs or methods and come up with suggestions.
3. Employees or team leaders contact HR and briefly present their proposal. They might also have to complete a form.
4. HR researches the proposal, with attention to budget and training content.
5. HR approves or rejects the proposal. If they reject it, they should provide employees with reasons in writing.
6. If HR approves, they will make arrangements for dates, accommodation, reserving places etc.
7. In cases where the company doesn't pay for the training directly, employees will have to pay and send invoices or receipts to HR. HR will approve employee reimbursement according to this information.
8. If an employee decides to drop or cancel a training, they'll have to inform HR immediately. They'll also have to shoulder any cancellation or other fees.
9. In cases where training ends with examination, employees are obliged to submit the results. If they don't pass the exam, they can retake it on their own expense.

## Job Specific Legal and Statutory Compliance:-

### Includes:

- The Employees Provident Funds and Miscellaneous Provision Act – 1952 (EPF)
- The Employees State Insurance Corporation Act – 1948 (ESIC)
- The Professional Tax Act (PT) 1975
- The Labour Welfare Fund Act (LWF) 1965
- The Contract Labour (Regulation & Abolition) Act – 1970 (CLRA)
- The Minimum Wages Act-1948
- The Payment of Wages Act-1936
- The Payment of Bonus Act-1965

### HR's responsibilities also include:

- ♦ Assessing training needs
- ♦ Maintaining budgets and training schedules
- ♦ Assisting with learning and development activities and strategies Promoting
- ♦ corporate training programs and employee development plans
- ♦ Calculating learning and development KPIs whenever possible and decide on improvements

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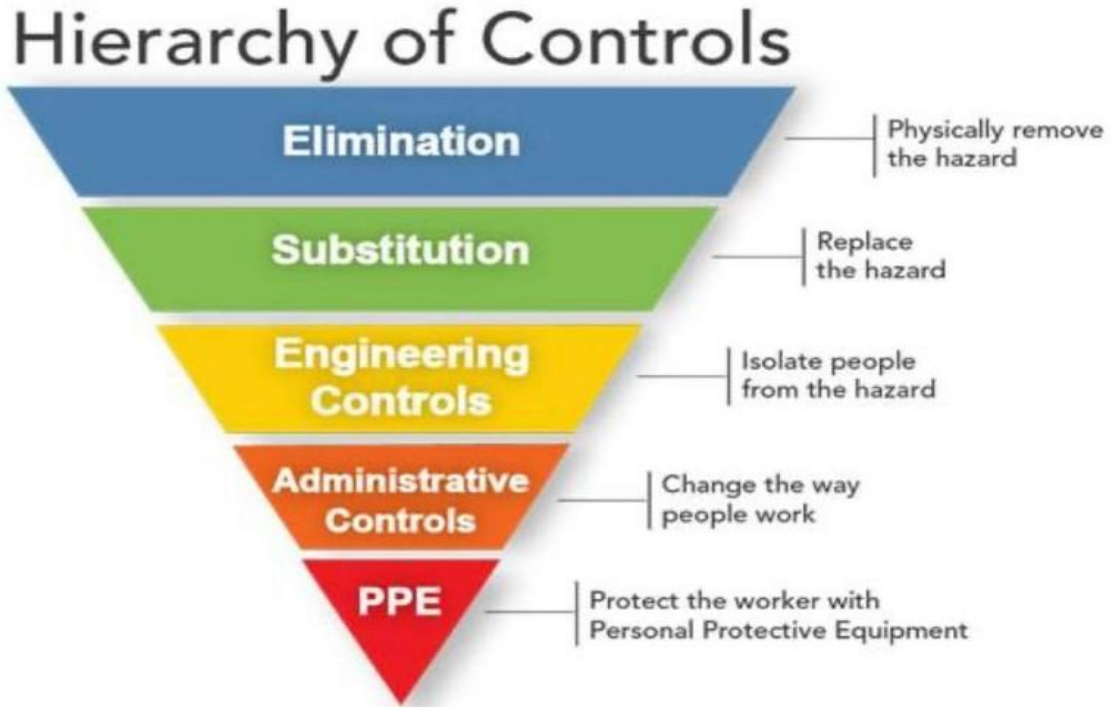


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## JOB HAZARD ANALYSIS TECHNIQUES SUCH AS HIRA & RISK MITIGATION PLAN



### TOOLBOX TALKS

- Hold the meeting on-the-job. Employees should be able to sit and relax to ensure a good learning atmosphere.
- Schedule meetings before a work shift or after a break. This will help employees keep safety in the forefront of their minds as they work.
- Be thoughtful about your topic selection. Safety topics important in one industry or workplace are not necessarily relevant to another. Topics should be about health and safety problems that relate to a specific job.
- Topics should not be too broad. You may need to research topics thoroughly before the meeting. Some example of documents you may want to review are manufacturer's operations manuals and Safety Data Sheets (SDS).
- Encourage employee participation, during and after meetings. One great way to get employees involved is to allow them to choose and teach topics. This also helps them retain the information!
- Keep the meeting short, usually 10 to 15 minutes.

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## WORKER SAFETY MEETINGS AND RESOLUTION OF SAFETY ISSUES

A safety meeting is usually a brief (15-20 minutes) discussion with employees about safety hazards that exist in their work environment. The purpose of the safety meeting is to conduct general safety instruction and training, and to inform employees about safety policies, rules, and expectations.

Safety meetings are also one of the best methods to motivate workers to get safety out of the classroom and into the field. Safety meetings can be formal or informal and can cover a variety of topics.

Safety meetings are important to the success of your safety program because they impact all of the following:

1. Safety meetings encourage safety awareness. Other means of getting the safety message across are often too easily ignored. But, when a group of workers get together to discuss the hazards they have encountered and the steps they can take to eliminate them, it increases each worker's safety consciousness.
2. Safety meetings get employees actively involved. In a sense, safety meetings put employees "on the spot"; that is, they demand feedback. They get employees thinking about safety and encourage them to come up with ideas and suggestions for preventing accidents and minimizing the hazards with which they are most familiar.
3. Safety meetings motivate employees to follow proper safety practices. Small group meetings are the best place to demonstrate the uses of protective equipment, proper lifting techniques and other safety procedures.
4. Safety meetings can help to nip safety hazards in the bud. A safety meeting is the time to pinpoint minor hazards before they result in real problems. It also presents a good opportunity to discuss hazards that are inherent in the environment and that experienced employees are likely to take for granted.
5. Safety meetings introduce workers to new safety rules, equipment, and preventive practices. In addition to introducing new things, a safety meeting is a good time to reinforce the importance of long-standing safety procedures and to remind employees of the reasons behind them.
6. Safety meetings provide vital information on accident causes and types. Regular meetings are the best way of keeping employees up-to-date on the hazards in their environment and what can be done about them. They also make it easier for the company to maintain accurate accident statistics, an important tool in tracing the progress of prevention efforts.

For Flying Fire Services Pvt Ltd

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Director

Pardeep Kumar (Director)

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