

Human Resources Policies & Procedures



Section 700 – Training and Development

Policy: 720

Subject: Training and Development
Policy

Effective Date: January 2013

Revised Date:

Policy: Core Laboratories is committed to the current and future development of employee skills, expertise and ability in support of its business strategies, operational plans, and career development.

I. DEFINITION

- A. The policy of the Company is to ensure that employees have access to job related training and development opportunities in order to become sufficiently experienced to the extent necessary to competently and effectively undertake their assigned tasks and responsibilities. It is also the aim of the Company to encourage its employees' to make the most of learning opportunities to realize their own personal potential and enjoyment of their job.
- B. The Company aims to ensure that for each employee:
- There is an active training and development plan in place at the start of every performance review cycle to cover the forthcoming 12-month period.
 - Employees fully understand their job function and expected performance standards through having accurate job descriptions and an annual performance review.
 - Each employee has the opportunity to learn and become more experienced in his or her primary job function.

II. ANNUAL PERFORMANCE REVIEW PROCESS

- A. The Company has an annual performance review process which provides managers with the opportunity to review each employee's performance. This process provides a mutual opportunity for developing objectives and agreeing on goals in order to enhance personal performance and create training and development plans.

Additionally, managers will periodically review the progress and success of training and development plans according to the time frame agreed during the performance review meeting.

III. NEW EMPLOYEES

- A. All new employees will undergo a Company orientation to include the following topics.
 - Code of Business Conduct and Ethics
 - Safety
 - Terms & Conditions of Employment
 - Job & Place of Work Details

- B. New employees will initially be placed on a 3 month probationary period. During this time they must demonstrate a sufficient level of productivity and quality of work. At the end of the probation period a formal review is recommended involving the employee and his/her immediate manager.

IV. MANDATORY TRAINING AND EDUCATION

- A. The Company requires mandatory training for all employees on such topics as ethics and harassment.

- B. The Company also requires mandatory safety training for employees functioning in safety sensitive positions.

- C. All mandatory training is expected to be completed on or before specified due dates and should be accomplished during the employee's scheduled work hours.

II. RECOMMENED TRAINING AND EDUCATION

- A. A manager may recommend specific educational courses as a performance improvement activity or as part of an employee's development plan. An employee may request permission to take a specific job related course.

- B. Time spent away from work with manager approval will be compensated in accordance with local pay practices and laws.

III. RESPONSIBILITIES

A. Management

Managers play a key role in the training and development of employees. It is their responsibility to evaluate available training and development activities regarding business and individual needs, assist each employee in planning his/her program of development, encourage attendance, and follow-up on the subsequent progress.

B. Employee

The success of any development process is highly dependent on the individual employee. Individuals must be personally committed to their own growth by putting effort in learning, practicing and mastering the skills and knowledge during and after the training and development activities.