

# Human Resources Policies & Procedures



## *Section 700 – Training and Development*

<b>Policy:</b> 720	<b>Effective Date:</b> January 2013
<b>Subject:</b> Training and Development Policy	<b>Revised Date:</b> July 2015

**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. Additionally, employees are encouraged to seek learning opportunities that will maximize their own personal potential and fulfillment within their jobs.

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### **Background Statement:**

The Company aims to ensure that:

- Each employee has 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 functions 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.

### **Procedures:**

#### A. ANNUAL PERFORMANCE REVIEW PROCESS

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.

## B. NEW EMPLOYEES

1. All new employees will undergo a Company orientation, to include the following topics:
  - Code of Business Conduct and Ethics
  - Safety
  - Terms and conditions of employment
  - Job & work location details
2. 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.

## C. MANDATORY TRAINING AND EDUCATION

1. The Company requires mandatory training for all employees on such topics as ethics and harassment.
2. The Company also requires mandatory safety training for employees functioning in safety sensitive positions.
3. 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.

## D. RECOMMENDED TRAINING AND EDUCATION

1. 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.
2. Time spent away from work for training or education with manager approval will be compensated in accordance with local pay practices and laws.

## E. ONLINE LEARNING

1. As part of Core Lab's blended learning experience, an online learning platform has been made available to all employees via the Learning Management System (LMS) to provide the ability to access online learning solutions.
2. Online Learning (also referred to as eLearning) is defined as learning content that is electronically delivered via the internet, inside or outside a classroom environment.

3. Employees may access work-related online learning during work time upon obtaining approval from their manager.
4. Hourly Employees
  - Hourly employees must complete mandatory online learning during their normally scheduled work hours and will not be awarded any additional compensation.
  - If an hourly employee cannot complete mandatory online learning during normally scheduled work hours, the employee must seek approval from their manager, in advance of completing the online learning, to complete the online learning outside of the normally scheduled work hours.

If approved to complete online learning outside of the normally scheduled work hours, hourly employees will be compensated for a reasonable amount of time, not to exceed that which is indicated in the online learning course description.

### **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. EMPLOYEES**

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 into learning, practicing and mastering the skills and knowledge during and after the training and development activities.

### **Withdrawals and No Shows:**

- A. A "Withdrawal" refers to an employee who can no longer attend the session of the course he/she is registered to attend and who removes himself/herself from the course registration list via the LMS.
- B. A "No Show" is an employee who has registered to participate in a course, but who does not show up for the first day of the course session for which he/she has registered.
- C. A "Session" refers to an individual offering of a course.
- D. "Withdraw deadline" refers to the last possible date on which an employee can withdraw from a session without incurring a charge for costs associated with the

course. The withdraw deadline is typically 2-3 weeks prior to the start of the course. The actual withdraw date is posted in the detail section of every session listed on the Course Catalog in the LMS.

- E. Costs vary per session depending on the location where the session is being offered and could include, but are not limited to:
- Printed materials such as workbooks and/or job aids
  - Digital components and/or licenses
  - Visual aids
  - Meals and/or refreshments
  - Shipping
  - Room rental
  - External facilitator
- F. If an employee withdraws from a session after the withdraw deadline and the vacated spot is not filled by someone on the course wait-list, the withdrawn employee's crew code will be charged for costs associated with the course, and will not receive any course materials until he/she has attended the course.
- G. If an employee is counted as a No Show the morning of the session, the employee's crew code will be charged for costs associated with the course and will not receive any course materials until he has attended the course.