



**MGB BERHAD**  
Registration No. 200201021504 (589167-W)

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## **HUMAN RESOURCES LEARNING & DEVELOPMENT POLICY**

### **1. INTRODUCTION**

MGB Berhad (“**MGB**” or “**the Company**”) is committed to enable a learning culture in which everyone is able to achieve their full potential thru varies development programs and activities.

In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their job 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 to wards personal development and success.

### **2. SCOPE**

This policy is applicable to the MGB Personnel, its subsidiaries (“**MGB Group**” or “**the Group**”) within where the individual employees are required to achieve and maintain an acceptable level of competence in their work.

### **3. DEFINITION**

All employee shall be given proper training and guidance to acquire (management, technical as applicable) the required competencies (knowledge and skill) to meet the current and future requirement for optimum effectiveness and efficiency.

### **4. OBJECTIVE**

- i) To develop and expand the company’s human resources in line with the company’s Business plan and strategies.
- ii) To ensure continuous development in human potential to enable the management to undertake succession planning and career path development.
- iii) To ensure effective resources utilization for optimal return of investment.

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### **5. HUMAN RESOURCES LEARNING & DEVELOPMENT POLICY**

In line with the Company's drive for continuous improvement, the focus on Human Capital Development is critical. To enable this, the Company encourage each employee to undergo learnings to support their career development and performance enhancement. The learnings can be inclusive of Functional, On-the-job or People Skills learning which must be relevant to current or future job functions.

Employees are expected to manage their own learning needs and be aware of the available learning opportunities. Immediate superior / Head of Department are responsible for identifying the learning needs of their respective subordinates. The learning must be relevant to support the competency requirements and annual objective of the employee and the Company. The Head of Department will propose the learning programs / courses to the Management. Decisions will depend on the appropriateness of the learning course and the budget.

The Management may require employees to attend and participate in courses organized or approved by the Company for purpose of enhancing their job skills and knowledge.

Whilst the Company would provide various learning & development opportunities, the employee has equal responsibility and role to play in his own development. Employees are encouraged to drive their own learning and career development in MGB Group.

### **6. REVIEW OF THE POLICY**

This policy has been endorsed by the Top Management and is made available for reference on Company's corporate website and internal computer networking system.

It shall be reviewed by the Top Management and updated whenever necessary to ensure its effective implementation. Any subsequent amendments to this Policy should be approved by the Top Management.