



PROFESSIONAL DEVELOPMENT POLICY STATEMENT

1.0. SCOPE

This Professional Development Policy applies to employees of Glad Group

Glad Group, comprising of:

- Glad Group Pty Limited | ABN 62 092 928 115
- Glad Cleaning Service Pty Limited | ABN 43 054 617 891
- Glad Security Pty Limited | ABN 122 097 590
- Glad Maintenance Pty Limited | ABN 85 127 522 481
- Glad Indigenous Pty Limited | ABN 13 648 519 957
- Auxus Pty Limited | ABN 12 655 147 292
- Unifyd Technology Pty Limited | ABN 86 923 901 715
- Glad Group NZ Limited | NZBN 9429 047 106 437

2.0. POLICY STATEMENT

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

Employees must submit their request to attend a Program to the employee's relevant manager at least 8 weeks prior to the commencement of that Program. The manager will confer with the People & Culture Team to determine if the Program is relevant for that employee and if Glad will cover some or all of the cost of that Program.

Where Glad pays for a Program for an employee and Glad's contribution exceeds \$100.00 but is less than \$5,000, the employee will reimburse Glad based on the following scale:

- if the employee leaves Glad up to 3 months after completing the Program they will agree to pay back 100% of Glad's contribution;
- if the employee leaves Glad up to 6 months after completing the Program they will agree to pay back 50% of RUPA's contribution;
- if the employee leaves Glad up to 12 months after completing the Program they will agree to pay back 10% of Glad's contribution.

Nothing in this Policy guarantees that Glad will pay for any or all of a Program.

3.0. 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





4.0. CONTACT FOR QUESTIONS

Please contact the Head of People & Culture for any questions relating to this Policy Statement.

Authorised by:

Chief Operating Officer
Christopher Errington



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