



# MANTRI METALLICS PVT.LTD.

## CAREER MANAGEMENT AND TRAINING POLICY

REF. NO.	MMPL/TRAN/HR /P 13	Issue No./Date	00/05.12.2024
Page No.	1 of 2	Rev No./Date	00/05.12.2024

### Purpose:

The purpose of the policy on “**Career management**” is to provide guidelines for the MMPL departments to set up programmes aimed and managing the careers of MMPL employees.

### Scope:

The policy on “**Career management**” is applicable to all employees (Permanent and contract) of MMPL and for all units of Mantri Metallics Pvt. Ltd.

### Definition:

“**Career management**” is a process of planning, implementing and monitoring employees’ career goals within organization by offering formally structured sequence of activities for the purpose of increasing his/her knowledge, skills and progression of his/her career.

### Objectives:

The objectives of the policy on career management are to:

- Assist employees to assess their own potential (strengths, weaknesses, personality and interests) and departmental career needs.
- Align employee needs and abilities with respective departmental strategic objectives.
- Develop and publicise career opportunities within the department so as to bring about awareness amongst employees on career management.
- Ensure that comprehensive competency profiles are reflected in job descriptions.
- Establish and support a culture of lifelong learning and development of human resources within the department.
- Ensure an integrated approach to career management and other human resource policies and practices.
- Improve employee performance to enhance organizational efficiency and effectiveness thereby improving service delivery to customers.

### Role of the MMPL in Career Management: -

- To encourage employee / workers to manage their careers.
- whenever new courses / technology available, the HR department will publicize career management opportunities and provide related resources such as career workshops, explanatory literature, and success stories.
- Performance appraisal systems will be formed a comprehensive career management system that will tracks employees’ progress in an organized manner.



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### Review and monitoring of policy:

Policy will be reviewed every three years to accommodate new concepts, new technology, global vision and expertise.

Policy will be implemented and monitored by HR Officer - Mr. Swapnil Kamble.

HR Manager will be responsible for communicating policy statement to all stakeholders.

### Communication of this Policy: -

1. Training.
2. Notice board.
3. Company Web site.
4. Joining of new employee.