



## Professional Enhancement Policy

We recognize that our employees are our most valuable asset. Our Professional Enhancement Policy is designed to provide opportunities for continuous learning, skill enhancement, and professional growth, fostering a culture of excellence and innovation.

This policy applies to all employees of iVote doo Skopje.

### Objectives:

1. **Skill Enhancement:** We aim to provide training programs that enhance employees' skills, knowledge, and competencies in alignment with their roles and responsibilities.
2. **Career Progression:** Our training and development initiatives are designed to prepare employees for greater responsibilities, leadership roles, and career advancement within the company.
3. **Adaptability:** We recognize the importance of staying abreast of industry trends, technological advancements, and evolving best practices. Our training programs aim to equip employees with the skills necessary to adapt to changes in their fields.

### Guidelines:

1. **Identification of Training Needs:** Training needs will be identified through regular performance appraisals, skills assessments, project requirements, and changes in job responsibilities.
2. **Training Programs:** We will provide a range of training programs, which may include in-house workshops, external seminars, webinars, online courses, certifications, and mentoring opportunities.
3. **Access to Resources:** Employees will have access to learning resources such as online libraries, professional journals, and industry publications.
4. **Individual Development Plans (IDPs):** Supervisors and employees will collaborate to create personalized IDPs that outline training goals and strategies for skill development.
5. **Approval Process:** Employees and their supervisors must agree upon and submit training requests for approval by the Board Members. Requests should include the training's relevance to the employee's role and its potential benefits to the company.
6. **Training Investment:** We will allocate resources for training and development initiatives based on budgetary considerations and alignment with organizational goals.
7. **Flexibility:** We encourage employees to pursue learning opportunities that align with their career aspirations. However, training requests should be balanced with operational needs.

### Roles and Responsibilities:

- **Employees:** In order to achieve successful completion of the designated training, course, webinar, or any similar educational endeavor, it is imperative for participants to diligently engage in the learning process and take ownership of their personal development. This entails active and meaningful participation throughout the training programs, followed by the effective application of the acquired knowledge and skills within their respective roles.



In situations where an employee does not attend the scheduled training or course, or fails to meet the established criteria for successful completion, a reimbursement of any fees paid to iVote doo Skopje is obligatory. This policy reinforces our commitment to cultivating a culture of accountability and a genuine pursuit of professional growth. We firmly believe that by valuing the investment in education and embracing the responsibilities associated with it, we foster an environment that propels both individual and collective success.

- Supervisors: Identify training needs, support employees' training efforts, and collaborate in the creation of IDPs.

**Confidentiality:** All training-related information, including employee performance assessments, will be treated with strict confidentiality.

By fostering a culture of continuous learning and development, we are committed to nurturing the potential of our employees and contributing to their personal and professional growth.

Date:

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**Authorized by:**

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