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WORKERS TRAINING POLICY

In course of working of the work force, the organization ensures that:

- ↻ The workers are given on job training time to time to improve their efficiency and skill.
- ↻ The new workers are given orientation training which internally includes terms & conditions of employment , rules and regulations , working conditions , environment protection , health and safety , product safety etc.
- ↻ Evaluation of training programme is also carried out.
- ↻ The factory also reviews the training methods from time to time in order to adopt new techniques of training and also to improve the prevailing method.
- ↻ **Training activities are carried out in the following way :-**
 - ↻ Training needs identification.
 - ↻ Training Calendar.
 - ↻ Training Schedule.
 - ↻ Training Records.
 - ↻ Training Evaluation.

	Approved by Director
Name	
Signature	