NAINI
Ethically Firm. Environmentally Strong

TRAINING AND DEVELOPMENT POLICY

- The overall purpose of the policy is to set out guidelines and purpose for the training and development of Members/employee's that have skills need.

- The policy emphasizes the importance of maintaining a continuous learning programme to develop a core of well-trained individuals whose performance will enhance the company's abilities to perform at a level that is consistent with growth and profitability objectives.

- The policy of the company is to ensure that all personnel are trained and become sufficiently experienced to the extent necessary to competently and effectively undertake their assigned activities and responsibilities. It is also the aim of the company to encourage its members/employees to make the most of learning opportunities to realize their own personal potential and enjoyment of their job.

Naini Papers Limited shall attempt to create a learning environment where employees' will be prepared to accept change, develop new skills and take responsibility for their own continuous learning, in partnership with their immediate manager/supervisor/member and, to ensure their effective contribution to the successful achievement of both business and personal goals. The company's success will depend on the professionalism, skill and commitment of its entire employee's.

Naini Papers Limited aims to ensure that:

- There is always an active training plan in place at the start of every year to cover the forthcoming 12-month period.
- Sufficient funding is set-aside in the financial budget to cover planned training expenditure for the current / impending financial year.
- Members/Employees fully understand their job function and expected performance standards through having accurate job descriptions and an annual participative mechanism.
- Each Member/employee has the opportunity to learn and become more experienced in his primary job function.
- Each Member/employee has the opportunity to learn and become experienced in secondary skills.
- Each Member/employee is enabled and actively encouraged to develop his/her personal potential.

****All new Members/employees will undergo immediate training sessions.*

Date: 13th June'2025

(Mukesh Tyagi)
Director- Technical

Naini Papers Limited

CIN: U21090UR1995PLC033469
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