

	GREENEX ENVIRONMENTAL PRIVATE LIMITED	Issue No./Dt. : 01/01.04.2025
	Human Resources & Administration	Rev. No./Dt. : 00/01.04.2025
	Career Management and Skill Development Policy	

1. Purpose

Greenex Environmental Private Limited recognizes that employee development, continuous learning, and professional growth are critical to organizational success, sustainability performance, innovation, and service excellence.

The purpose of this Career Management and Skill Development Policy is to establish a structured framework for employee learning, competency enhancement, career development, performance improvement, leadership growth, and long-term workforce capability building.

As an environmental and sustainability consulting organization, Greenex Environmental is committed to developing a skilled, ethical, inclusive, and future-ready workforce capable of supporting environmental stewardship, ESG excellence, and sustainable business practices.

This policy supports the company's Environmental, Social, and Governance (ESG) commitments and aligns with internationally recognized labor and sustainability frameworks.

2. Scope

This policy applies to:

- All permanent employees
- Temporary and contractual employees
- Interns and trainees
- Management personnel
- Technical consultants and project teams

The policy applies across all business functions including:

- Environmental consulting
- ESG and sustainability services

- Project management
- Technical operations
- Administrative and support functions

3. Role and Responsibility

Role / Stakeholder	Key Responsibilities
Top Management	Approve the policy, provide resources for employee development, promote learning culture, and ensure fair career growth practices.
Human Resources (HR)	Coordinate training programs, maintain training records, monitor employee development, conduct performance review processes, and ensure equal opportunity practices.
Department Heads / Managers	Identify team training needs, support employee skill development, provide mentoring, and evaluate employee performance and competencies.
Employees	Participate in assigned training, enhance professional skills, comply with company policies, and contribute to continuous learning initiatives.
Training Coordinators / External Trainers	Deliver effective training programs, maintain training quality and support competency development objectives.
ESG / Compliance Team	Ensure alignment of training practices with ESG commitments, EcoVadis requirements, legal obligations and sustainability objectives.
Finance / Administration	Support allocation of budgets and administrative resources for employee development and training activities.

4. Objectives

The objectives of this policy are to:

- Develop employee competencies aligned with business and ESG goals
- Improve employee productivity, engagement, and retention
- Strengthen technical and professional expertise

- Support employee career progression and leadership development
- Enhance compliance awareness including environmental, health & safety, ethics, and labor practices
- Promote equal opportunity in career advancement and training participation
- Foster a culture of innovation, accountability, and continuous learning

5. Policy Statement

Greenex Environmental Pvt Ltd is committed to:

- Providing equal access to learning and career development opportunities.
- Enhancing employee technical, professional, managerial, and behavioural competencies.
- Supporting continuous improvement and lifelong learning.
- Promoting merit-based career growth and internal mobility.
- Encouraging employee participation in training and skill development programs.
- Building leadership capabilities and succession readiness.
- Creating a workplace culture that values knowledge sharing, innovation, and professional excellence.
- Ensuring fair and transparent performance evaluation and career progression practices.

The company believes that employee growth contributes directly to business sustainability, operational excellence, client satisfaction, and ESG performance.

6. Career Management Framework

Greenex Environmental shall maintain a structured approach toward employee career development through:

6.1 Performance Evaluation

Employees shall undergo periodic performance evaluations based on:

- Job responsibilities and objectives.

- Technical competencies.
- Quality of work.
- Behavioural and ethical conduct.
- Team collaboration.
- Client service standards.
- ESG and sustainability contributions.

Performance reviews may be conducted annually or periodically as determined by management.

6.2 Career Development

The company shall support employee career growth through:

- Individual development planning.
- Internal promotions and role advancement.
- Cross-functional learning opportunities.
- Leadership exposure and mentoring.
- Technical specialisation programs.
- Professional certification support, where applicable.

Career progression decisions shall be based on merit, performance, qualifications, competencies, business needs, and professional conduct.

6.3 Equal Opportunity

Greenex Environmental is committed to fair and equal opportunity in:

- Training participation.
- Promotions and career advancement.
- Leadership development.
- Skill enhancement opportunities.

Discrimination based on gender, age, religion, disability, ethnicity, marital status, or any protected characteristic shall not be tolerated.

7. Training and Development

7.1 Training Programs

The company may provide or facilitate training programs, including:

- Environmental and sustainability regulations.
- ESG reporting frameworks and compliance.
- Occupational health and safety awareness.
- Technical and operational skills.
- Project management and quality management.
- Information security and data protection.
- Leadership and communication skills.
- Ethics and code of conduct training.
- Anti-harassment and workplace behaviour awareness.
- Emergency preparedness and field safety training.

7.2 Training Methods

Training may be conducted through:

- Classroom sessions.
- Online learning platforms.
- Workshops and seminars.
- Industry conferences and webinars.
- On-the-job training.
- Coaching and mentoring.
- External certification programs.

8. Leadership Development and Succession Planning

Greenex Environmental shall encourage leadership capability development through:

- Mentoring and coaching initiatives.
- Exposure to strategic projects.
- Supervisory and management training.
- Succession planning for key roles.
- Employee engagement and capability-building initiatives.

The company aims to build a sustainable talent pipeline that supports long-term organisational growth and operational continuity.

9. Employee Wellbeing and Learning Culture

The company recognises that employee well-being contributes to effective learning and career growth.

Greenex Environmental is committed to:

- Maintaining a respectful and inclusive workplace.
- Encouraging innovation and collaboration.
- Supporting work-life balance.
- Providing constructive feedback and recognition.
- Promoting employee engagement and motivation.

10. Compliance and Ethical Conduct

All employees participating in training and development activities are expected to comply with:

- Company Code of Conduct.
- Confidentiality obligations.
- Information security requirements.
- Anti-bribery and anti-corruption principles.
- Workplace ethics and professional standards.

11. Monitoring and Continuous Improvement

Greenex Environmental shall periodically review training and career management practices to ensure effectiveness and alignment with:

- Business objectives.
- Employee development needs.
- ESG priorities.
- Legal and regulatory requirements.
- Industry best practices.
- EcoVadis assessment expectations.

The company may maintain records of:

- Training attendance.
- Competency development.
- Certifications.
- Performance evaluations.
- Employee development plans.

12. ESG, SDG and GRI Alignment

This policy supports the company's sustainability and social responsibility commitments and aligns with:

United Nations Sustainable Development Goals (SDGs)

- **SDG 4 – Quality Education**
Promote continuous learning, skills development, and professional education opportunities.
- **SDG 5 – Gender Equality**
Ensure equal access to career advancement and training opportunities.
- **SDG 8 – Decent Work and Economic Growth**
Support productive employment, workforce development, and fair career progression.

- **SDG 10 – Reduced Inequalities**

Promote inclusive and equitable employee development practices.

Global Reporting Initiative (GRI) References

This policy aligns with:

- **GRI 2 – General Disclosures**
- **GRI 401 – Employment**
- **GRI 404 – Training and Education**
- **GRI 405 – Diversity and Equal Opportunity**
- **GRI 406 – Non-Discrimination**

13. Non-Retaliation

Employees participating in training, performance reviews, career discussions, or reporting concerns related to workplace fairness shall not face retaliation, discrimination, or adverse treatment.

14. Policy Review

This policy shall be reviewed periodically and updated as necessary to ensure ongoing effectiveness, legal compliance, alignment with ESG commitments, and continual improvement.

Document history and change record:

Date	Version	Summarised the details of the change
1/04/2025	01	-----

Greenex Environmental Pvt Ltd

 Director

Authorized Signatory:

Designation: Ms. Arati Bhosale

Managing Director, Greenex Environmental Pvt. Ltd.