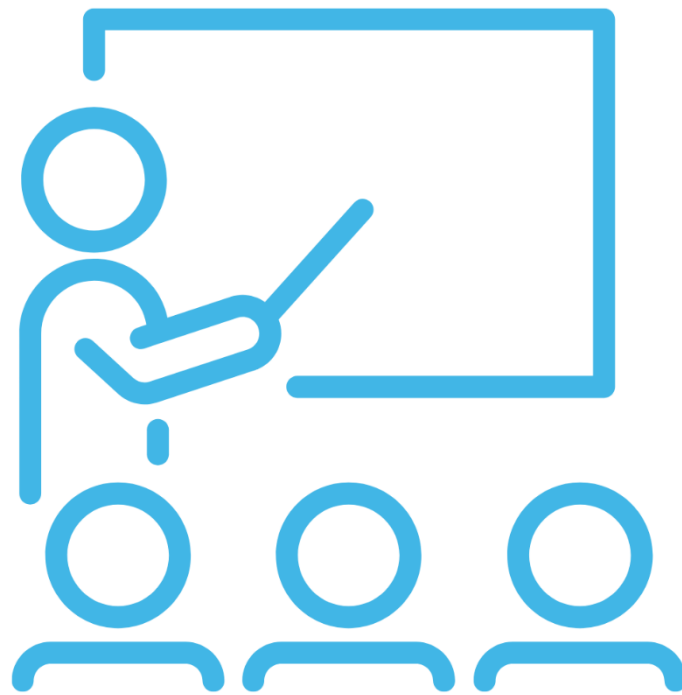


# INLEIT INGREDIENTS TRAINING POLICY



## Index

Introduction	3
Goals	5
Training to be provided	6
Implementation of the Training Policy	9
Conclusion	12
Annexes I-II -III-IV	

## 1. Introduction

Inleit Ingredients S.L.U is a multinational company with a vocation for leadership in the food industry and whose goal is continuous improvement, which is why there is a need to develop a training policy whose purpose is to improve current or future performance, increasing the capacity of its staff through the improvement of their knowledge.

When we talk about a training policy in our company, we refer to the set of actions aimed at achieving the purpose mentioned earlier, that is, to improve the qualities and skills of the employees of our organization to remain competitive and even improve business productivity and not being left behind concerning the demands of the current market.

The fundamental goals of our training policy at Inleit Ingredients S.L.U are providing knowledge, improving skills, and performance, overcoming deficiencies, increasing versatility, improving the quality of life at work, and increasing personal satisfaction. The fundamental goals of our training policy at Inleit Ingredients S.L.U are providing knowledge, improving skills, and performance, overcoming deficiencies, increasing versatility, improving the quality of life at work, and increasing personal satisfaction. This is not professional training, referring to the profession or activity, but rather effective and comprehensive training. For this reason, our company is responsible for informing and training our workers, which will not directly or immediately eliminate the risks that occur. Still, it will help to take necessary preventive measures that may prevent future accidents at work, as well as to improve the capacities of our workers and professional development, to face the changes experienced by our company and sector, and to prevent the risks that exist in each workplace by taking the necessary measures, one of which is training and information. Simplify the time spent to gain efficiency and eliminate defects or problems that cause us to lose professional value.

The strategy of our training policy is to have a direct impact on employee motivation.

Our policy will begin by identifying the training needs of our employees. It will manage them so that the HR department and the person responsible for each department will share and contribute each part from their wisdom and functions, the current reality, and the improvement to meet all the needs of workers.

After designing the strategy, an annual budget will be established that must be approved by the Management of our company, assumed by the entire organizational structure by all hierarchical levels, and known to all our workers.

Once the budget by Management has been approved, the training policy and our training plan will begin their implementation, where the training will be managed and delivered, the recipients will be specified, the spaces and materials needed, the duration, schedules... Once the training is over, we will measure and analyze the performance of the participating workers, the time of completion of the training, the satisfaction of the workers, the satisfaction of the workers, efficiency of the process, and the consumption of human and/or material resources to check if the actions have had success.

The importance of our business training policy lies not only in the training itself but also in the added value given to each worker. It is essential for us that employees value what it means to work for a company that develops them professionally.

## 2. Goals

Inleit Ingredients S.L.U was born from the union of scientific research and food production as a strategic pillar within the dairy sector. Committed to R+D+i and innovation, our functional ingredients are obtained using state-of-the-art technologies to offer New Nutrition. Reflecting our commitment to innovation and new technologies to create our product, we also commit to our workers so that they feel fulfilled and adapted to our project in such a way that the training actions of our training policy will be aimed at improving the skills or knowledge of workers, as well as improving their productivity and performance. All our employees will continuously update their knowledge to adapt to new situations and the changing requirements of our company and sector. That is why our organization must have a business training policy to help us achieve this.

InLeit was born due to the audacity of a group of people willing to go beyond the conventional to achieve something different. And we continue to grow with that philosophy, developing, with our customers, products that go beyond the conventional. The innovative spirit is a fundamental value, which is why we are so interested in this training policy so that both workers and the company itself can consistently achieve performance and knowledge is never paralyzed but, on the contrary, it moves forward with the necessary help we can all accomplish what we have done and achieve our objectives. A worker who feels that the company cares about their professional development and growth and that, in addition, it gives them the tools to achieve their objectives will be more motivated, happy, and committed. This impacts the work environment of the entire organization.

InLeit aspires to be a leader in producing and distributing high-value-added dairy ingredients, leading a strategic sector in Galicia. At the same time, it also has the vision of being a reference in human capital, using training activities.

Our training process can be defined as the investment that the company makes to ensure the professional

development of its employees.

Due to the economic investment that the company will make, the training policy of Inleit Ingredients S.L.U must respond both to the current requirements for change and to future work transformations, correctly aligned with organizational culture, specific training demands, and strategic business objectives. It is essential to clarify that a training policy's main goals will focus on employees' needs.

Finally, it is essential to highlight that our training policy, from a general point of view, must be conceived as a valuable tool that positively impacts the company and the staff that receives it.

### 3. Training to be provided

Based on the goals set out in the previous section, within our Policy and Plan, we distinguish the following methodologies/methods of providing Training:

#### *Methodology for delivering training*

**Welcome training**, aimed at all new staff, plant, and office staff, covers the following issues: welcome manual, plant production process, quality standards, and safety protocols.

Adding new staff to the company is undoubtedly a critical point in the worker's career.

At this point, the worker will receive the company's work methodology.

**Specific training actions** aim to provide workers with the training and information necessary to know the risks of their job and the clear protective measures recommended to avoid or minimize those risks.

As established in the current Inleit Training Policy, these training actions are mandatory for the workers they are aimed at since they must be aware of the risks to which they are exposed in their workplace, which are set out in Article 19 of the PRL Act.

Complementary training actions aimed at completing/expanding training, thus encouraging the general preventive culture, and helping to recycle and update knowledge, abilities, and skills.

**Training actions for continuous improvement** is a training modality composed of activities and learning programs in a theoretical and practical way that is usually carried out through courses specialized in what must be learned... In any case, added value is constantly being generated, whatever the training.

**Training promotion actions** are those that will be carried out if it is an essential requirement to fill vacancies in the company through the promotion of workers since they are the ones who have the most knowledge of the internal functioning of the company.

#### *Training modalities:*

- **Internal training:** designed and structured by the company itself, it will be carried out within the Inleit facilities and is carried out in those cases in which it is related to the company's competencies and in cases where there is a need to train many workers, either for convenience or because of an interest in joint training, and in this way, workers share knowledge and experiences. The company's staff will provide this training.

Types of in-house trainers:

- Immediate supervisors
  - Co-workers
  - Human Resources Staff
  - Specialists in other areas of the company
- **External training:** designed and delivered by an organization outside the company; this does not mean that its application outside the company is mandatory, but rather that the facilities can be available for delivery.

This training can be done because it has nothing to do with the company's direct competition.

Types of external trainers:

- External advisors
- Companies specializing in training.

## 4. Implementation of the Training Policy

First, the HR Department will informally review each department's internal situation with each department head to assess its training needs.

To detect and identify training needs, we will consider the following key factors within each department:

- The company needs and goals in the short, medium, and long term.
- Analysis of jobs present in the company.
- Professional skills of each of the workers in each job.

- Identification of the needs and objectives/mission of the organization in the short, medium, and long term.
- Definition of the knowledge, skills, and abilities (competencies) required to perform each job's tasks properly.
- Evaluation of the professional performance of the tasks performed in each job.

Once the training needs have been evaluated together with the heads of each Department, the plan will be designed (see Annex III), taking into account several issues: type of training and who will receive it, which employees are being trained, and how many, who will be in charge of providing the training, and more.

To optimally develop this phase of design and planning of the plan, some lines must be followed:

- Identification of available resources (financial, infrastructure...) and the obstacles and limitations for developing training.
- Prioritization of areas for improvement.
- Establish specific objectives that are intended to be achieved with the training.
- Definition of training actions following the objectives being pursued.
- Selection of the most appropriate training method for each training action.
- Establishment of the training plan calendar.
- Preparation and/or acquisition of training material and all documentation that may be useful for the training process.
- Establishment of forms of evaluation of training actions. To know what goals we want to achieve with the training policy, we must be very clear about the starting situation of the company in the area of the goal, the relevant problems that have not already been achieved, as well as the factors external to the training that must be covered to meet the goal.  
These evaluations are included in the training register provided by Inleit.

If the goal needs to be covered theoretically or practically, and with the facilities and equipment that should be used, of particular importance will be whether the training action will need to be carried out within the production process (interrupting or modifying it).

Likewise, it must be determined if training can be carried out during the usual working day, or on the contrary, it should be carried out outside of it so as not to interrupt production.

The budgets of the different training actions will be evaluated, and after approval by the Management

staff, the training will be planned.

Once the budget has been evaluated, everything planned in the previous stage is implemented. To carry it out, it will be necessary to communicate well in advance to the trainers, the workers, and the heads of the department or section so that the training action can be carried out without hindering the pace of work.

During this phase, the fundamental will be to maintain intensive monitoring of achieving the proposed operational objectives. To do this, the person designated for the training must continuously monitor the training process; attend the courses occasionally to check how the training actions are being developed.

At the end of each year, we will evaluate the training policy and our training plan, which will help us to determine if the established objectives have been met. To do this, we will compare the benefits of training and their impact on achieving goals and optimizing the learning process.

After each training action, an evaluation must be carried out (see Annex IV: Training Record: Completion of the training activity, modality, name of the course, the organization that teaches it, duration, place, evaluation criteria, signature, and name of the attendees and signature of the person responsible for evaluation, together with the position and date and comments) of this, both of its effectiveness, suitability, transversality, and more. Each of these independent evaluations will reflect the state of achievement of the objectives set in the planning phase and follow-up.

The following should be evaluated:

- Satisfaction of the participating workers because, if they were not satisfied, it would hinder future training processes for them and others.
- Evaluation of learning, or the knowledge acquired by the worker, as well as the assessment of the impact of training on them.
- Evaluation of learning, or the knowledge acquired by the worker, as well as the assessment of the impact of training on them.
- Achievement of objectives at skill acquisition, training, knowledge, skills, and more.

## 5. Conclusion

The importance of training policy, for the Management of the human resources of our organization, in addition to the mutual benefit it provides to both workers and the company itself, favors:

- The comprehensive development of the employee at Inleit Ingredients S.L.U., from the personal



and professional spheres, makes training possible through acquiring new skills or abilities.

- Increase the levels of effectiveness and efficiency in our production processes.
- Encourage the innovation and modernization of our production processes.
- Increase the versatility and capacity of our employees to the constant changes caused by new technologies.
- Raise the level of motivation of workers.
- Promote equal opportunities between men and women to access specific jobs or training actions, facilitating the reconciliation of family and work life.
- Reevaluation of the role of human resources, giving importance to the position that it is to the role it plays in achieving the objectives set in the company.

Throughout this training policy, we have recorded that training contents are subject to numerous variables or circumstances that, at a given moment, will lead us to opt for different proposals based on multiple and varied criteria such as identified needs, apparent interest in specific subjects, depending on the other programmatic lines for that established period of time, by particular demands made in the relevant evaluations, and more.

In short, we express our interest in making politics adaptable to the reality of each moment to give an accurate answer to each training approach.

## 6. Annexes

ANEXO I: FICHA INFORMATIVA DE LA FORMACION PLANIFICADA				
		AÑO:		
		DEPARTAMENTO:		
		RESPONSABLE :		
NECESIDADES FORMATIVAS:				
DESTINATARIOS	Descripción de la formación:	Modalidad formativa:	Contenido formación:	Horas:
		Interna: <input type="checkbox"/> Externa: <input type="checkbox"/>		
		Interna: <input type="checkbox"/> Externa: <input type="checkbox"/>		
		Interna: <input type="checkbox"/> Externa: <input type="checkbox"/>		
		Interna: <input type="checkbox"/> Externa: <input type="checkbox"/>		
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		Interna: <input type="checkbox"/> Externa: <input type="checkbox"/>		
OBSERVACIONES:				
Firma Responsable del Departamento :			Firma Responsable de RRHH :	



Annex III



PLAN ANUAL DE FORMACIÓN

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Pág. 1 de 6


TEMA/ACTIVIDAD	DIRIGIDO A	FECHAS PREVISTAS	HORAS	INTERNA/EXTERNA

Aprobado:

Fecha y Nombre:

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Annex IV

	<b>REGISTRO DE FORMACIÓN</b>		Fecha: Pág. 1 de 1
<b>ACTIVIDAD DE FORMACIÓN:</b>	Interna      Externa		
NOMBRE DEL CURSO: FECHAS: ORGANIZACIÓN: DURACIÓN: LUGAR: TEMARIO (adjuntar programa si procede):			
<b>CRITERIO DE EVALUACIÓN DE LA EFICACIA</b> EXAMEN PRACTICO			
<b>ASISTENTES</b>			
NOMBRE Y APELLIDOS		FIRMA	RESULTADO
<b>RESPONSABLE EVALUACIÓN:</b>  CARGO, FECHA Y FIRMA:			
OBSERVACIONES:			