

HUMAN RESOURCE DEVELOPMENT AND ADMINISTRATION POLICY (EMPLOYMENT AND DEVELOPMENT POLICY)

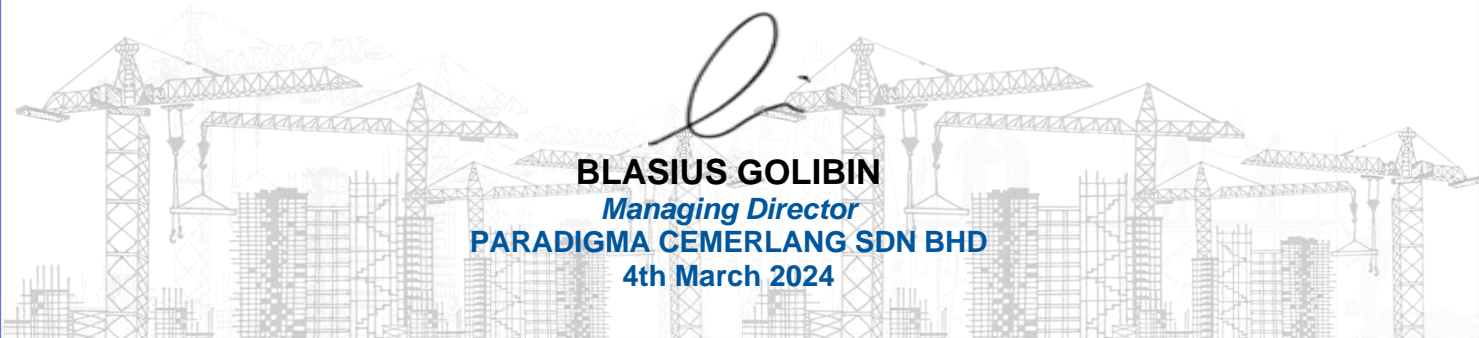

PARADIGMA CEMERLANG SDN BHD is committed to optimizing opportunities for all staff to improve their levels of skills and knowledge to improve the quality of workplace productivity and staff satisfaction.

The development of staff is a joint responsibility shared by individual staff members, managers and supervisors, and the institution. Individual staff members are encouraged to seek appropriate development opportunities both within the Institute and externally.

Managers and supervisors are expected to ensure access to relevant staff development activities for individuals, including secondments and acting positions, and for groups of staff.

The Institute Staff Development Policy is to:

- Provide a framework within which decisions about staff development can be made and supported
- Offer guidance to individual members of staff and to managers
- Define the support the institution provides for the development of its staff
- Ensure that the Staff Development Policy and provision is aligned with the Institute's strategic objectives and implemented through the Institute's performance management framework.



BLASIUS GOLIBIN
Managing Director
PARADIGMA CEMERLANG SDN BHD
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