

## **Employees' Training System**

### **Introduction**

EDO believes that practical practice and assigning workers tasks to sharpen their determination greatly helps in refining and developing their capabilities. Therefore, EDO encourages and even plans to push its employees, each according to his/her abilities, to carry out the training process in his/her fields of specialization inside and outside EDO, and to confirm this trend, EDO provides an opportunity to prepare trainers.

In order to organize the investment and encourage efforts within the EDO, this regulation was developed to be a system that encourages, organizes and invests the energies of employees.

### **First Case:**

If the employee is assigned within EDO to carry out a meeting or lecture in one of the fields of EDO projects outside official working hours, the employee receives the lecturer's wages as contained in the budget at 100%.

The employee is obligated to provide good preparation and documented materials.

### **Second Case:**

If the employee is assigned within EDO to carry out a meeting or lecture in one of the fields of EDO projects during official working hours, the employee receives the lecturer's wages as contained in the budget at 50%.

The employee is obligated to provide good preparation and documented materials.

If the employee is assigned to carry out a training session or a training workshop in one of the projects during the official working hours, the employee shall be paid as follows:

- The employee is requested to submit an offer that competes with the offers submitted by external consultants for the same training session.
- The employee within the office shall be given priority if there is a slight difference between the offer submitted by him and the external consultant.
- In the event that the employee is selected, he/she will be obligated to submit the reports required for the training session.
- The employee shall be paid a wage of 50% of the value in the budget in terms of this training session

### **Third Case:**

EDO employees are prohibited from carrying out external training without EDO's approval but:

In the event of carrying out a training session outside the office, the employee will be paid as follows:

- The training time is calculated as working time and the employee signs an itinerary for the entity in which the training will be carried out.
- This is an opportunity to develop and sharpen the employee's skills in a strong way, and the employee is considered a representative of the office before the training body and submits a brief report on the training to EDO's management.
- The employee shall be paid a wage of 50% of the value of the training wage and supplies the remaining 50% to the S.O fund under a donation receipt.

The training sessions carried out by the employee and their efficiency are taken into consideration during the evaluation of his/her performance

**Best of Luck**

EDO's Management