

TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

JANUARY 2026

POLICY NUMBER: TMG-SEC-026

APPROVAL AUTHORITY: BOARD OF DIRECTORS



THE MAZI GROUP

1. PURPOSE

This Training and Professional Development Policy establishes The Mazi Group's commitment to investing in employee growth and development. We believe that continuous learning is essential to individual success and organizational excellence. This policy outlines the training and development opportunities available to employees across all brands: Mazi Beauty, Glam Switch, On The Go Mists, and Upvendo.

2. SCOPE

This policy applies to:

- All employees of The Mazi Group and its subsidiaries
- All brands and business units
- All types of training and development activities
- All geographic locations

3. PHILOSOPHY

The Mazi Group believes:

- Employee development is a shared responsibility
- Learning is continuous and ongoing
- Development should align with business needs and career goals
- Multiple learning methods support different needs
- Investment in people drives business success

4. TYPES OF TRAINING

4.1 Required Training

All employees must complete:

- New employee orientation
- Code of conduct and ethics training
- Harassment prevention training
- Data privacy and security awareness
- Safety training (role-specific)

- Compliance training (as applicable)

4.2 Job-Specific Training

- Role-specific skills and knowledge
- Product and brand training
- Systems and tools training
- Process and procedure training
- Technical certifications

4.3 Professional Development

- Leadership development programs
- Management training
- Communication and presentation skills
- Project management
- Industry conferences and seminars

4.4 Career Development

- Career planning and coaching
- Mentorship programs
- Cross-functional assignments
- Stretch assignments
- Succession planning development

5. LEARNING METHODS

5.1 Formal Learning

- Instructor-led training (in-person and virtual)
- E-learning and online courses
- Workshops and seminars
- External courses and certifications
- Degree programs

5.2 Informal Learning

- On-the-job training
- Job shadowing
- Mentoring and coaching
- Peer learning
- Self-directed learning

5.3 Experiential Learning

- Project assignments
- Cross-functional teams
- Job rotations
- Acting roles
- Special assignments

6. NEW EMPLOYEE ONBOARDING

6.1 Orientation

- Company overview and culture
- Policies and procedures
- Benefits enrollment
- Required compliance training
- Introduction to team and stakeholders

6.2 Role-Specific Onboarding

- Job responsibilities and expectations
- Systems and tools training
- Process training
- 30-60-90 day goals
- Regular check-ins with manager

7. LEADERSHIP DEVELOPMENT

7.1 New Manager Training

- Transition to management
- People management fundamentals
- Performance management
- Coaching and feedback
- Employment law basics

7.2 Leadership Programs

- Emerging leaders program
- Senior leadership development
- Executive coaching
- External leadership programs

8. TUITION ASSISTANCE

8.1 Eligibility

- Full-time employees after one year of service
- Good performance standing
- Manager and HR approval

8.2 Covered Programs

- Degree programs related to job or career path
- Professional certifications
- Accredited institutions

8.3 Reimbursement

- Up to \$5,250 per year (tax-free limit)
- Additional amounts may be available with approval
- Passing grade required for reimbursement
- Service commitment may apply

9. PROFESSIONAL CERTIFICATIONS

- Support for job-relevant certifications
- Exam fees covered with approval
- Study time may be provided
- Certification maintenance supported

10. CONFERENCES AND EXTERNAL TRAINING

10.1 Approval Process

- Submit request to manager
- Include business justification
- Budget approval required
- Advance planning encouraged

10.2 Expectations

- Share learnings with team
- Apply knowledge to work
- Submit expense reports promptly

11. MENTORSHIP PROGRAM

11.1 Program Structure

- Formal mentorship matching
- Defined program duration
- Goal setting and tracking
- Regular mentor-mentee meetings

11.2 Mentor Responsibilities

- Share knowledge and experience
- Provide guidance and feedback
- Support mentee development
- Maintain confidentiality

11.3 Mentee Responsibilities

- Drive the relationship
- Come prepared to meetings
- Be open to feedback
- Apply learnings

12. INDIVIDUAL DEVELOPMENT PLANS

12.1 Purpose

- Document development goals
- Identify learning activities
- Track progress
- Align with career aspirations

12.2 Process

- Employee creates plan with manager input
- Review during performance discussions
- Update annually or as needed
- Include short and long-term goals

13. TRAINING RECORDS

- Training completion tracked in learning management system
- Employees can view their training history
- Managers can view team training status
- Records retained per policy

14. ROLES AND RESPONSIBILITIES

14.1 Employees

- Own your development
- Complete required training on time

- Seek learning opportunities
- Apply learning to work
- Share knowledge with others

14.2 Managers

- Support employee development
- Discuss development in regular conversations
- Approve training requests
- Provide on-the-job learning opportunities
- Ensure team completes required training

14.3 Human Resources / Learning & Development

- Develop and deliver training programs
- Manage learning management system
- Administer tuition assistance
- Track training compliance
- Evaluate training effectiveness

15. TRAINING EVALUATION

- Collect feedback on training programs
- Assess learning outcomes
- Measure application of learning
- Evaluate business impact
- Continuously improve programs

16. RELATED POLICIES

This policy should be read in conjunction with:

- TMG-SEC-021: Code of Conduct and Business Ethics
- TMG-SEC-022: Diversity, Equity, and Inclusion Policy
- TMG-SEC-024: Employee Handbook and Workplace Policies

17. POLICY REVIEW

This policy shall be:

- Reviewed annually by HR and Learning & Development
- Updated based on business needs
- Approved by CHRO
- Communicated to all employees

18. DEFINITIONS

- **IDP:** Individual Development Plan - a document outlining an employee's development goals and activities.
- **LMS:** Learning Management System - platform for delivering and tracking training.
- **Tuition Assistance:** Financial support for educational programs.
- **Mentorship:** A developmental relationship where a more experienced person guides a less experienced person.

For questions about this policy, contact:

Human Resources Department

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