



midsona

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PROCEDURE FOR COMPETENCE AND DEVELOPMENT

Midsona Group



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1 Background and purpose

This Competence Development Procedure regulates in an uniform way how the group manages activities related to effective competence development as well as defining roles and responsibilities for the area.

2 Implementation

The approval and publication of this procedure must be communicated to relevant stakeholders. It is the responsibility of the Procedure owner to identify the relevant stakeholders.

The Procedure owner is responsible to define the methods of communication.

Training

If needed, the Procedure owner is responsible to design an adequate training program relating to the new/updated Procedure, which may vary in form and timing depending on subject and audience.



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3 Definitions

Competence is the ability to perform the tasks assigned to a person. Competence is also the ability to acquire and use knowledge. This includes values, attitudes, networks, experiences and personal traits and qualifications.

Competence development involves all forms of learning or activities aimed at increasing the ability of the individual or group to achieve the Group's goals and visions.

Competence maintenance involves all the activities designed to attract, retain and develop personnel.

4 The Group's requirements

Long-term competence maintenance is important to Midsona's success. The goal for effective competence development is for Midsona to have the combination of competences needed to achieve its set vision at all times. Individuals' needs and wishes for competence development should, where possible, be satisfied when they align with the company's requirements and needs.

It is the nearest manager's responsibility to clarify the Group's requirements to the employee and to encourage employees to put forward suggestions for their own development where they are in line with Midsona's requirements.

5 Competence Development Plan

The nearest manager is responsible for ensuring competence development takes place, by holding performance reviews and thereby drawing up yearly plans for the employee's competence development. Develop initiatives must always be followed up and evaluated.



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6 Introduction to Midsona

All newly recruited personnel must be informed about, and read, the Group's Corporate Governance documents, including but not limited to the Code of Conduct, by their nearest manager.

An introduction to the workplace must be carried out by the line manager based on the checklist on Midsona's intranet.

On-the-job-training

Competence development must take place in the first instance through on-the-job-training in the normal work situation, using the actual equipment and material that the employee will be using in their job, or through internal training programmes organised by the company.

Should the line manager decide that the training need cannot be satisfied by internal training, external activities may be arranged.

7 Handling of exceptions

- Any need for exceptions to this procedure shall be clearly defined and documented.
- All needed exceptions shall be communicated to and confirmed by nearest manager or HR Manager
- Final approval of exceptions by Division Manager.

8 Audience

This procedure applies to all entities within Midsona.

See also

Performance Review Procedure