



MITS Global Consulting Private Limited

CAREER MANAGEMENT AND TRAINING POLICY

Version	Date	Prepared by	Reviewed by	Approved By
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Policy Statement:

MITS Global Consulting Pvt. Ltd. is committed to promoting continuous learning, professional development, and structured career progression for all employees. We believe in creating an inclusive environment where employees are empowered to develop their skills, achieve career goals, and contribute meaningfully to organizational success.

Scope:

This policy applies to all employees of MITS across all levels, functions, and geographies. It covers:

- Career management and development pathways.
- Training, mentoring, and coaching opportunities.
- Leadership development
- Compliance, ethics, and sustainability-related learning.

Commitments:

We are committed to

- Creating transparent career pathways that clearly define growth opportunities and the competencies required for advancement.
- Provide comprehensive training programs covering technical, professional, leadership, compliance, ethics, and sustainability topics to build both individual and organizational capability.
- Encourage continuous learning through access to e-learning platforms, workshops, and certifications, with employees supported to invest regular time in developing new skills.
- Continuously evaluating and improving these initiatives by tracking training effectiveness, employee feedback, and business outcomes, ensuring our programs remain aligned with evolving industry trends

We will monitor our progress by achieving and tracking the following targets by the end of every year, compared to the baseline year 2025:

- Achieve an average of 45 hours of training per employee per year, including technical, soft skills, and compliance training.
- Ensure that 100% of employees complete mandatory compliance and ethics training annually.
- Attain at least 60% participation in voluntary career development and learning programs.
- Conduct annual employee satisfaction surveys related to training and career development, targeting a minimum satisfaction rate of 75%.

Roles and Responsibility:

The HR/L&D Team and Management is responsible for developing strategic training priorities, allocate resources, and ensure alignment with business objectives.

Records and Documentation:

- Training records (attendance, completion certificates, feedback forms).
- Employee career pathways
- Mentorship and coaching session logs.
- Annual training reports

Policy Review:

This policy shall be reviewed annually by the HR/L&D team in consultation with management to ensure its continued relevance, effectiveness, and alignment with business objectives and commitments.

Reporting:

Training hours, participation rates, and completion percentages will be recorded and reported annually. We will monitor and report on the overall progress of the effective implementation of the policy.
