



BHARAT GEARS LIMITED

TRAINING & DEVELOPMENT POLICY

Introduction:

At Bharat Gears Limited, we recognize that our employees are our most valuable asset. We are committed to foster a culture of continuous learning and professional growth by providing structured training and development opportunities. Our goal is to equip employees with the knowledge, skills, and competencies needed to excel in their roles, drive innovation, and contribute to the long-term success of the organization.

Scope of the Policy:

This policy is applicable for all employees from Associates to Grade 3-A across:

- Bharat Gears Limited, Kausa Shil, Mumbra, Thane-400612 (Maharashtra)
- Bharat Gears Limited, 20 K.M. Mathura Road, P.O. Amar Nagar, Sarai Khwaja, Faridabad-121003 (Haryana)
- Bharat Gears Limited, Lonand, Taluka Khandala, Satara-415521 (Maharashtra)

Roles and Responsibilities:

- The leadership team ensures this policy is integrated into the Company's overall strategy and business decisions.
- The HR head leads the execution of this policy across all facilities and departments.

Policy Description:

Through this policy, we aim to:

Set Clear Training Objectives & Reviews: Management determines training targets and reviews them periodically to ensure alignment with business goals.

Departmental Alignment: Departmental training objectives are set based on management-approved targets, ensuring a structured approach to skill enhancement.

Identification of Training Needs:

- Based on the Long-Range Plan and Annual Operating Plan of the Company.
- Recommendations from Head of Operations/Department Heads to address skill gaps.
- Training needs identified during Annual Performance Reviews and recorded in the Training Needs Identification Format.
- Insights from Competency Mapping & Skill Matrix updates.
- Training priorities identified at the BGL Group level to ensure standardization across units.

Training Implementation:

- The PL-HR department will design, implement, execute, and monitor training programs for personnel from Associates to Grade 3-A.
- Training needs shall be compiled, analysed, and prioritized by HR Team, based on the type of need and management level.
- Training calendar and faculty identification shall be prepared by HR Team

Training Budget & Execution:

- The HR department, in consultation with departmental heads, will prepare the training budget.
- The final budget will be compiled by the Head - HR for Management approval.
- An annual training calendar shall be prepared by HR Team and circulated every quarter, along with a program-wise list of nominations. The calendar for the upcoming quarter will be announced by the 15th of the preceding month.
- Additional training programs offered by external agencies, institutes, or organizations will be announced as opportunities arise.
- Other Learning Opportunities: Any additional training, such as learning visits, seminars, workshops, or exhibitions, will require attendees to submit a report to the HR department for knowledge-sharing purposes.

Targets:

1. Aim to maintain 100% participation of employees in trainings across relevant categories.
2. Aim to achieve 50% increase in the average training hours per employee by 2030 compared to 2025.

Implementation:

- Nominations/confirmations for the in-house training to be received in the prescribed format within two weeks of announcement of the quarterly calendar.
- The procedure for nomination for the programmes other than those announced in the Training Calendar (outhouse training) shall be similar to that of the in-house training as above.
- The persons nominated for training shall be released. Nomination once confirmed shall not be cancelled or postponed under any circumstances. In case if the employee is not released, reasoning shall be sought from the concerned Head of the Department.
- Training completed shall be recorded in Training attendance sheet by HR Team.
- If an employee of Bands 1-A to 3-A volunteers to be a faculty for a training program & successfully conducts the program; he shall be given an honorarium as decided by the management from time to time.

Training Effectiveness:

- Training effectiveness shall be measured by conducting pre and post training using Training feedback cum evaluation form & assessment test papers.
- The participants, after completing the training program, shall submit a report to respective HOD mentioning the learning's and the action plans to transfer the learning's at work place.
- Evaluation from Head of Department within 30-45 days of employee resuming duty after training program.
- The effectiveness shall be reviewed during quarterly BSC review of the individual.

Equal Opportunity and Inclusive Practices Training:

The Company has zero tolerance for discrimination and harassment of any kind. The Company incorporates training and guidance for HR personnel, hiring managers, and relevant employees on fair, non-discriminatory, and accessible practices in recruitment, promotion, and professional development. These trainings aim to prevent bias, promote equal opportunity, and ensure that all employees have equitable access to career growth and advancement opportunities.

Note:

The management reserves the right to amend / alter / modify and/or rescind the above.

Date	01-04-2015
Rev. No	03
First date of revision	31-03-2016
Second date of revision	01-04-2020
Third date of revision	01-04-2024
Fourth date of revision	11-08-2025



Executive Director – Operations

Annexure 1

TRAINING NEEDS IDENTIFICATION FORMAT

Annexure 2

TRAINING CALENDAR

Annexure 3

TRAINING ATTENDANCE SHEET

Annexure 4

TRAINING FEEDBACK CUM EVALUATION FORM