

# Career Development Policy



## PURPOSE

This document sets out the policy and procedures used by the Norex Flavours Private Ltd. for the career development of employees.

## SCOPE AND ELIGIBILITY

The policy is applicable to all members of employees and eligibility criteria.

## POLICY STATEMENT

Career development can be defined as the sequence of jobs and working experiences that an individual has over his or her working life. These may be focused on developing depth or breadth of expertise, just as much as on upward progression. The term 'career development' encompasses a wide range of work or development experiences and is not confined to an individual undertaking an upward progression of jobs which increase in pay, status and responsibility.

Norex aims to provide opportunities to help individuals with their longer-term career development.

- Career development is about what an individual wants from their working life in terms of job progression and development of knowledge and skills beyond their current role. Individual career development choices are influenced by their needs in material and personal development terms, lifestyle choices and aspirations for the future. Aspirations may involve promotion within the Norex, job rotation, work shadowing, taking on new/different responsibilities, investing in new skills/qualifications, professional development.
- Talent development is about the organization needing to ensure it has staff with the right mix of knowledge and skills for the future. In this context talent is a generic term for appropriate skills and knowledge i.e., related to specific requirements, and it tends to have a future focus.
- Career development is also about motivating and engaging Norex employees, allowing individuals to perform to their maximum potential, encouraging engagement and promoting diversity, both from the point of view of enabling the Norex to draw on wider skills, and that of equal opportunities.

This policy is based on three principles:

- Responsibility for career development is shared between individuals, managers, directorates and Human Resources.

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- Formal career development opportunities will be open to those performing well in their current job.
- There will be no pressure on staff to take part in career development activities, and no penalties or stigma for those who decide not to take part.

## **CAREER DEVELOPMENT RESPONSIBILITIES**

Responsibilities for career development are shared between:

- Individuals.
- Line managers.
- Human Resources.

### **Individual who are interested in career developing opportunities are responsible for:**

- Accepting ownership of their own career development.
- Identifying their career aspirations and what career success will look like.
- Discussing development needs and being responsive to feedback.

### **Line managers are responsible for:**

- Providing constructive feedback on strengths and development needs through the performance management process.
- Offering Career Development Discussions to all eligible staff.
- Providing opportunities for development wherever possible, which further both the individual's long-term career aspirations
- Positively supporting and promoting career and talent development activities in an equitable manner to all of their staff who meet the criteria.

### **Human Resources is responsible for:**

- Providing guidance and support to help individuals understand their own career aspirations and to develop associated skills e.g. applying for jobs and interview skills.
- Providing the processes necessary to allow Norex to carry out Career development successfully.
- Maintaining the Norex's succession plan for the Career development.
- Monitoring the effectiveness of the plan, including diversity monitoring.
- Carrying out Equality Impact Assessments as required for career development activities and processes

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- There will be no pressure on staff to take part in career development activities, and no penalties or stigma.

## CAREER PLANNING AND SUPPORT

While some individuals have very clear career goals, others need help to identify their strengths and weaknesses and to plan their own career development. Such help encourages the individual to take responsibility for their own career within a supportive framework. It also helps to align individual development goals with future business needs.

The Norex's performance management process provides a structure whereby individuals work with their managers to:

- Identify personal strengths and weaknesses through discussion and feedback.
- Discuss and agree short and long-term development needs
- Staff who achieve a rating of 'Strong all-round Performance' or 'Exceptional Performance' for both their objectives and core/role competencies must be offered a career development discussion by their manager.
- The discussion should focus on the area/s of most concern to the individual, whether this is: exploring what they want from their career receiving feedback on the gap between current skills/experience and a role they aspire to talking through the pros and cons of different development options.

A career development discussion will probably last 30 to 60 minutes. It may be more helpful to have several short discussions over a period of time rather than one longer one.

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## EQUAL OPPORTUNITIES MONITORING

The Norex is committed to equality and will undertake to monitor career development activities on the grounds of gender, ethnic origin, disability and age. This is to ensure there is equality of opportunity for all employees to the access and take-up of career development activities in order to support the implementation of our Equality and Diversity Policy.

This information will be kept confidential by the Human Resources team and will be used for no other purpose than to enable the Norex to fulfil its obligations for monitoring equal opportunities.

**Vaibhav Agrawal**



**Managing Director**