

Policy: Training The Atoms	Effective Date: April 01, 2024
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State of Purpose:

- Atompoint's Training the Atoms Policy is designed to empower employees by providing opportunities for skill enhancement and professional development and fostering a continuous learning and growth culture within our organization.

Definition:

- The company supports upskilling efforts by:
 - Funding training materials
 - Covering exam costs
 - Offering appraisal opportunities

Work and Learning Hours:

- Employees enrolled in training courses should utilize office hours exclusively for actual work and applied learning tasks.
- Courses and self-learning should be done after work hours.
- Employees are expected to apply skills and knowledge from training to daily tasks and projects.
- Employees must submit a presentation or a document of the materials they have learned.

Eligibility and Enrollment:

- Employees must discuss and seek approval for the desired courses from the Developer Advocate/Manager.
- Participation in the program is subject to approval based on job performance and the relevance of the training to the employee's role.
- A cap on training expenses will be established.



Reimbursement Agreement:

- Employees participating in the Training the Atoms program must commit to a one-year term.
- If the employee decides to depart the company within that one-year period, they're responsible for reimbursing any courses directly purchased for them or any exams sponsored.
- Submit evidence of self-financed courses (e.g., receipts, certificates) to HR for potential reimbursement and appraisal consideration

Record Keeping:

- Employees must inform HR of the cost and duration of the desired course.
- Submit proof of course completion and exam results to HR.
- HR & Finance will maintain records of all training expenses and reimbursement agreements.

