

SCOPE

This Professional Development Policy applies to employees of Glad.

APPLICATION

Where an employee wants to attend a training and development course, undergo a form of short study, or attend a seminar or event that is relevant to their work with Glad, then Glad may, at its absolute discretion, decide to pay for some or all of the Program as well as treating the employee's time at that Program as time worked.

Employees must submit their request to attend a Program to the employee's relevant manager at least 8 weeks prior to the commencement of that Program. The manager will confer with the Human Resources Department to determine if the Program is relevant for that employee and if Glad will cover some or all of the cost of that Program.

Where Glad pays for a Program for an employee and Glad's contribution exceeds \$[insert] but is less than \$[insert], the employee will reimburse Glad based on the following scale:

- a. if the employee leaves Glad up to 3 months after completing the Program they will agree to pay back 100% of Glad's contribution;
- b. if the employee leaves Glad up to 6 months after completing the Program they will agree to pay back 50% of RUPA's contribution;
- c. if the employee leaves Glad up to 12 months after completing the Program they will agree to pay back 10% of Glad's contribution.

Nothing in this Policy guarantees that Glad will pay for any or all of a Program.



Nick Iloski
Managing Director

Glad Group, comprising of:

Glad Group Pty Ltd | ABN 62 092 928 115

Glad Cleaning Service Pty Ltd | ABN 43 054 617 891

Mutual Cleaning and Maintenance Pty Ltd | ABN 53 006 516 810

Glad Maintenance Pty Ltd | ABN 85 127 522 481 | Contractor's Licence: 215410C

Glad Security Pty Ltd | ABN 122 097 590 | Security Licences: NSW 409557154, ACT 17502081, QLD 3199590, VIC Licence 763-211-20S, WA SA40606

