

MAX MYANMAR GROUP

Professional Development Policy

OBJECTIVES

Max Myanmar acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward, and recognition, and is critical to the achievement of the organization's mission and continuous improvement in the quality of its programs and services.

Max Myanmar is committed to providing a supportive and rewarding environment for employees and recognizes that the quality, responsiveness, and professionalism of its workforce are linked to the further development of their skills and competencies.

Max Myanmar is, as far as is feasible within its available resources, committed to providing employees with

- The opportunity to plan and develop skills, knowledge and attributes that complement organizational and work unit goals
- The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the organization
- Equity of access to professional development opportunities.

PURPOSE

- To encourage and support employees in their professional and career development as part of their employment with the organization.
- To provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

POLICY

The Executive Committee of Max Myanmar Group is responsible for identifying the education and training needs of the Board and each individual Director. On at least an annual basis, the Executive Committee will discuss education and training needs of the Board as a whole, as well as those of individual Directors, and will review a summary of the previous year's activities in Board and individual Director education and training.

INDIVIDUAL DIRECTOR PROFESSIONAL DEVELOPMENT

The Board will schedule education and training sessions for the directors and top management of Max Myanmar Group. Individual Directors have a responsibility to advise the Board if they consider that they personally would benefit from specific education or training respecting matters that fall within the responsibility of the Board or related to the business of the Max Myanmar Group.

BOARD MEMBERS DEVELOPMENT

Newly appointed board of directors will receive specific training as needed in order to acquire or reacquaint themselves with in the basics they need to serve in their appointed positions.

Reappointed board members may receive specific training on business strategies, financial affairs, accounting, human resources and corporate governance.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

- Learning and Development specific to related professional area.
- Attending meetings or networking groups associated with professional bodies and institutions.
- Attendance at external conferences and events.
- Reading professional journals/papers to broaden and deepen knowledge and awareness of current issues.

➤ *For more information, please refer to Human Resource Development Policy.*