

Policy

# Employee Training Policy

NWP

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## 1. OUR COMMITMENT TO EMPLOYEE DEVELOPMENT

This document outlines Nabla Wind Power S.L.U.'s policy to demonstrate its dedication to enhancing employees' skills and competencies, promoting professional development, and maintaining a highly qualified team.

This policy applies to all employees across every level and department of the organization.

Nabla's approach to training is driven by three fundamental principles:

- **Accessibility:** All employees will have equal access to training opportunities.
- **Relevance:** Training programs will align with both the company's strategic goals and the individual development needs of employees. This ensures that training remains meaningful, practical, and contributes to both personal career progression and organizational success.
- **Continuity:** Nabla Wind Power values lifelong learning and encourages employees to embrace ongoing professional growth. Our training programs will be designed to support employees throughout different stages of their careers.

## 2. TYPES OF TRAINING

To meet the diverse learning needs of our workforce, Nabla Wind Power offers three primary types of training, categorized by their source:

- **Internal Training:** Courses, workshops, and mentoring programs organized by the company to share industry-specific knowledge and best practices. These may include in-house training sessions led by senior employees, cross-functional knowledge-sharing workshops, and leadership development programs.
- **External Training:** Employees may attend courses, seminars, conferences, and workshops provided by external institutions. These opportunities allow employees to gain exposure to new industry trends, technological advancements, and innovative methodologies.
- **E-learning:** Online learning platforms will be available to all employees, offering flexibility to access training materials at their convenience.

Regardless of the format, all training initiatives play an essential role in enhancing employee skills and capabilities. Employees are encouraged to take full advantage of these opportunities to further their professional growth.

### 3. RESPONSIBILITIES

Throughout the training process, there will be three internal agents involved in the management, each with their own functions, to ensure that the procedure is followed and everything is correct:

- **Human Resources Department:** HR is responsible for planning, coordinating, and managing all training activities, ensuring alignment with company objectives and employee needs. HR will oversee budget allocation, track training participation, and evaluate the overall effectiveness of training programs.
- **Managers:** Managers play a critical role in identifying training needs within their teams. They are responsible for encouraging participation in training programs, providing guidance, and ensuring that acquired skills are applied in daily work activities. Managers will also conduct regular discussions with employees to assess their professional development goals.
- **Employees:** Employees are expected to take an active role in their own development by participating in training opportunities, applying acquired knowledge, and providing feedback on training programs. Employees should proactively seek learning opportunities and communicate their career aspirations and skill development needs to their managers.

To support this initiative, the company will allocate a specific annual budget for training and development activities, ensuring equal access to opportunities for all employees.

## 4. TRAINING PROCEDURE

Nabla's training process follows a structured approach to ensure effectiveness and alignment with organizational and individual goals. The training procedure consists of the following steps:

1. **Identification of Training Needs:** Managers and employees collaborate during performance evaluations and career development discussions to identify skill gaps and areas for improvement. Additionally, HR may conduct company-wide assessments to determine collective training needs.
2. **Annual Training Plan Development:** Based on the identified training needs, an annual training plan is formulated. The Administration Department collaborates with department heads to identify the most suitable training providers, resources, and course content. This plan ensures a structured approach to learning and skill development.
3. **Approval and Implementation:** The training plan is submitted for approval by company leadership. Once approved, training sessions are scheduled and communicated to employees. HR and department heads ensure the smooth execution of training activities and provide necessary support to participants.
4. **Evaluation:** After the training is completed, its success will be reviewed. Feedback from employees, managers, and other stakeholders will be collected to improve future training plans.

## 5. CAREER DEVELOPMENT AND CONTINUOUS LEARNING

Beyond structured training programs, Nabla Wind Power encourages employees to embrace self-directed learning and continuous career development. Employees are encouraged to:

- Take the initiative in seeking learning opportunities beyond company provided training.
- Participate in industry conferences, networking events, and professional certifications.
- Engage in knowledge sharing activities such as mentoring, coaching, and collaborative learning with peers.
- Explore cross-functional projects that allow for skill diversification and career advancement.

Managers and HR will work together to support employees in setting long-term career development goals and creating individualized learning paths that align with both personal aspirations and company objectives.

This policy has been approved by the Managing Director, Alfonso San Emeterio, of Nabla Wind Power S.L.U. on 20/01/2025. In addition, the policy will be reviewed periodically, in order to include any modifications and updates that may be necessary at any given time, with the aim of improving its operation.

This policy will be available to all employees in the common media of all departments, in addition to the corporate website.

