

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205

Email: plants@morepen.com, Website: www.morepen.com

Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591



Corporate Office: 2nd Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-122016

Email: corporate@morepen.com, Website: www.morepen.com

Tel.: +91-124-4892000

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Skill Development Policy

1. Purpose

The purpose of this policy is to establish a structured approach to skill development, training, and career growth for employees at Morepen Laboratories Ltd. This policy aims to enhance workforce competence, improve productivity, ensure compliance with regulatory standards, and foster continuous professional growth.

2. Scope

This policy applies to all employees of Morepen Labs including permanent, contractual, and probationary staff, across all manufacturing units.

3. Policy Statement

- Morepen Laboratories Ltd. is committed to providing its employees with opportunities for continuous learning, skill enhancement, and career development.
- Skill development initiatives will focus on technical expertise, regulatory compliance, quality standards, safety, and soft skills.
- The company encourages employees to actively participate in training programs, workshops, certification courses, and on-the-job learning initiatives.

4. Principles

1. Employee Development: Employees are the company's most valuable asset, and investing in their skills strengthens individual performance and organizational success.
2. Regulatory Compliance: Training programs will align with regulatory requirements, including GMP, GLP, ISO standards, and other applicable guidelines.
3. Continuous Learning: Skill development is an ongoing process, and employees are encouraged to upgrade their knowledge in line with technological and industry advancements.
4. Equal Opportunity: All employees will have equitable access to training and development programs, regardless of position, gender, or background.
5. Evaluation & Feedback: Training programs will include assessment mechanisms to evaluate effectiveness and ensure knowledge transfer.

Prepared By	Reviewed By	Approved By
Asst. Manager-HR	Advisor – HR	Director

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5. Skill Development Framework

1. Training Needs Assessment (TNA):

- Conduct periodic assessments to identify skill gaps at individual, team, and departmental levels.
- Align training priorities with business objectives, technological advancements, and regulatory requirements.

2. Training Programs:

- Technical Skills: Process knowledge, lab techniques, quality control, production efficiency, equipment handling.
- Regulatory & Compliance Skills: GMP, GLP, safety protocols, documentation, environmental compliance.
- Soft Skills: Leadership, communication, teamwork, problem-solving, project management.
- Digital Skills: ERP systems, data analysis, and automation tools relevant to API operations.

3. Delivery Methods:

- On-the-job training, workshops, seminars, e-learning modules, external certification programs, and knowledge-sharing sessions.

4. Assessment & Certification:

- Evaluate employee learning through tests, practical assessments, and performance metrics.
- Award certificates for successful completion of structured programs to recognize employee growth.

5. Career Development & Succession Planning:

- Use skill development outcomes to support promotions, role enhancements, and succession planning for key positions.

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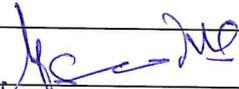
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6. Roles & Responsibilities

- HR Department:
 - Identify skill gaps, plan and coordinate training programs, maintain training records, and measure effectiveness.
- Managers & Supervisors:
 - Support employees in attending training, encourage skill application, and provide feedback on performance improvement.
- Employees:
 - Actively participate in training initiatives, apply learned skills in daily work, and seek continuous improvement.

7. Monitoring & Review

- Training programs and skill development initiatives will be reviewed annually to ensure alignment with industry trends, business goals, and employee needs.
- Feedback from employees and performance metrics will guide improvements and updates to the skill development framework.

		
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