



# **EVO's Continuous Learning and Development Policy Statement**

## **Purpose**

EVO is committed to creating a culture of continuous learning and development. We believe in investing in our employees and ensuring that each employee has opportunities to develop professionally and have a rewarding career at EVO.

EVO recognizes and encourages its employees to replenish their knowledge and acquire new skills to reach their full potential and have an engaging and dynamic career. We want our team members to be confident in their abilities to improve efficiency and productivity at EVO, as well as finding new ways to develop leadership, management and collaboration.

## **Scope**

This policy applies to all permanent, full-time or part-time employees of the company. EVO is a global company located in multiple countries with different policies, procedures and required approvals. Any and all training is provided in the sole discretion of the company subject to required approvals which may change from time to time.

## **Continuous Learning and Development Collaboration**

All colleagues at EVO should be committed to building a continuous learning and development culture. EVO has a Mandatory Training Policy, and as explained within the Code of Conduct, employees are expected to complete all assigned mandatory trainings by a certain date. In addition to mandatory trainings, EVO expects employees to seek new learning and development opportunities. We believe it is every manager's responsibility to coach their teams and identify employee development needs. EVO will support eligible and committed employees to attend training, development, and other programs to grow their knowledge, skills, and abilities aligned with their career goals at EVO. Human Resources will help facilitate these programs.

## **What do we mean by training and development?**

Training, development, and learning ("TDL") takes many forms and is constantly evolving. EVO strives to offer a combination of TDL that incorporates the following opportunities.

- Formal training sessions (individual or corporate)
- Virtual Learning through the People Development Portal
- Employee Coaching and Mentoring

- Educational support in accordance with any policies of each country
- Participating in conferences
- Participation and achievement of relevant certification programs
- Job-specific development training programs, such as the secure software development training program
- On-the-job training
- Job shadowing
- Work Shops
- Cross Functional Team Opportunities
- Vertical and Horizontal career moves to broaden your knowledge, skills, and scope of responsibilities
- Internships to develop new pools of talent for EVO, see EVO's Internship Policy.
- Graduate and apprenticeship program(s)

All TDL should consider what employees need and how they can learn best. Therefore, we encourage employees and managers to consider multiple training methods like those mentioned above.

#### General guidelines:

- TDL will be considered for any eligible employees and will be evaluated based on the needs, aptitude and ambitions of the employee and the relevance to a career at EVO.
- Managers should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.
- All employee development efforts should respect cost and time limitations, as well as individual and business needs.
- Employees should commit the time and effort to get the most out of their trainings by studying and finding ways to apply knowledge to their work.
- Employees should work with their managers and local HR personnel in connection with TDL.

#### Additional Opportunities

- **U.S. Employee Tuition Reimbursement** - In lieu of one partnership with one educational institution, EVO offers a tuition reimbursement program for eligible employees seeking to further their knowledge, skills, and job effectiveness. For more information, please visit the [Employee Tuition Reimbursement Policy](#).
- **Management Training Program** - In addition to the broad set of offerings to all employees, EVO offers specialized training for identified employees. EVO assigns Management Development courses to its employees. This training consists of a series of virtual online trainings regarding management skills and competencies. The goal of this training is to help newly promoted and hired Senior Staff, Directors, Senior Directors, and Managing Directors develop their managerial skills.