

1. Version Control

Version	Date	Author	Approved by	Initial
1	22/03/2024	A. Kader	Nick Somes	NS

2. Purpose

At ecoDynamics, we prioritise the continuous development and growth of our employees. This Professional Development Policy aims to establish guidelines for fostering professional enhancement while ensuring compliance with Australian standards and local laws within the landscaping industry.

3. Principles

- a. **Commitment to Development:** ecoDynamics values ongoing learning and professional growth as fundamental to employee success and the company's progress. We are committed to investing in our employees' development.
- b. **Compliance with Australian Standards:** All professional development initiatives will comply with relevant Australian standards, regulations, and industry best practices to maintain high-quality service delivery.
- c. **Equity and Inclusivity:** We promote equal opportunities for professional development regardless of gender, race, age, disability, or any other characteristic protected by law.

4. Practices

- a. **Training and Workshops:** Employees will have access to workshops, seminars, and training sessions relevant to their roles. Training programs will cover various topics such as sustainable landscaping practices, horticulture techniques, safety protocols, and compliance with local laws and regulations.
- b. **Certifications and Qualifications:** ecoDynamics will actively support employees in obtaining relevant certifications and qualifications recognised within the industry and by Australian authorities.
- c. **On-the-Job Learning:** Encourage on-the-job learning experiences, facilitating knowledge transfer from senior team members and practical skill acquisition.

- d. **Performance Reviews and Development Plans:** Regular performance reviews will identify individual development needs and growth opportunities. Individual Development Plans (IDPs) will be collaboratively created between employees and their supervisors to outline specific training and development goals.
- e. **Financial Support:** ecoDynamics may provide financial support, such as reimbursements or subsidies, for approved courses, workshops, or certifications related to industry.
- f. **Tim Morgan Scholarship Program:** Annually, ecoDynamics will offer the Tim Morgan Scholarship Program, fully funded by the company, exclusively for permanent employees more than 2 years on the merit basis. This scholarship program aims to facilitate personal and professional growth by providing financial assistance for higher education, specialised courses, or certifications related to landscaping or career development.

5. Compliance with Local Laws

- a. **Health and Safety Regulations:** All training initiatives will integrate health and safety regulations outlined by relevant Australian authorities. Employees will receive comprehensive training on equipment usage, safety protocols, and hazard identification to comply with Workplace Health and Safety (WHS) laws.

6. Implementation and Review

- a. **HR Oversight:** The Human Resources department will oversee policy implementation and the Tim Morgan Scholarship Program, ensuring alignment with Australian standards and local laws.
- b. **Regular Evaluation:** Periodic reviews will assess the policy's effectiveness and the scholarship program's impact, allowing for adjustments to meet changing regulations, industry standards, and organisational needs.

7. Conclusion

ecoDynamics is committed to fostering a culture of continuous learning and professional development. Our Professional Development Policy, coupled with the Tim Morgan Scholarship Program, underscores our dedication to supporting employees' growth while adhering to Australian standards and local laws within the landscaping industry.

8. Approval and Implementation

This policy has been approved by the Board of Directors of the ecoDynamics Group and is in force as of the date below. It is the responsibility of department heads and managers to enforce compliance with this policy.

9. Breaching this Policy

Non-compliance with policy guidelines may result in disciplinary actions, as outlined in the ecoDynamics Code of Conduct.

10. Policy Review

The ecoDynamics Group may make changes to this policy from time to time within its complete discretion.

11. Related Policies

- Code of Conduct

Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.

This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.

Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamic are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Human Resources
