

# LANGUAGE REACH

## Human Resources Policy

At Language Reach, we are committed to providing a positive and supportive work environment that fosters employee growth and development. We recognize that our employees are our greatest asset, and we are committed to attracting, retaining, and developing talented individuals who share our values and vision.

### 1. Remuneration

We are committed to offering competitive remuneration packages that are commensurate with skills, qualifications, and experience. Our remuneration policy is based on fair and equitable principles and is designed to attract and retain the best talent. We regularly review and update our remuneration policy to ensure that it remains competitive and in line with industry standards.

- Staff Development

We are committed to investing in the development and training of our employees to help them achieve their full potential. We offer a range of training and development opportunities, including on-the-job training, workshops, and external training courses. We also encourage employees to pursue professional qualifications and provide financial support to help cover the costs.

### 2. Job Performance Appraisal

We believe that regular job performance appraisals are essential for employee development and growth. We have established a formal performance appraisal system that is designed to provide constructive feedback to employees on their performance and to identify areas for improvement. Performance appraisals are conducted annually and are based on clear and measurable performance objectives that are agreed upon by the employee and their supervisor.

### Conclusion

At Language Reach, we are committed to creating a positive and supportive work environment that fosters employee growth and development. Our remuneration policy is designed to attract and retain the best talent, while our staff development and job performance appraisal procedures are designed to help employees achieve their full potential. We will continue to review and update our human resources policies and procedures to ensure that they remain relevant and effective.