



MEDIA CHINESE INTERNATIONAL LIMITED

(Incorporated in Bermuda with limited liability)

(Malaysia Company No. 200702000044)

(Hong Kong Stock Code: 685)

(Malaysia Stock Code: 5090)

TRAINING & DEVELOPMENT POLICY

1. Purpose and Scope

The Group is committed to ensuring that all employees have access to learning, development and training opportunities which enable them:

- a) to be suitably knowledgeable and equipped with the adequate skills to carry out their role within the organization;
- b) to develop their talents to meet the developments in the skill sets and technology required for the business of the Group; and
- c) to develop their knowledge and skills to fit and meet the Group's strategic objectives.

2. Aims

The main aims of this policy are to:

- a) ensure that employees are supported and enabled to meet the changing demands of the Group's business and customers to achieve our strategic objectives;
- b) facilitate employee development through structured programmes that will assist them to broaden, deepen and thereby further enhance their existing skill base;
- c) provide a working environment where continuous learning and development take place that help employees to enjoy their work, increase motivation and enhance staff retention; and
- d) develop more talent for succession planning in the Group.

3. Equal Opportunities

The Company is committed to ensuring equality of learning opportunity, hence no employee will be excluded from learning on the grounds of gender, age, marital status, disability, racial grounds, religion or belief.

4. Responsibilities

4.1 Employees

- a) The Group believes that talent development is most effective when the individual employee takes a proactive approach by identifying any opportunities for self-

development which will enhance work performance through increased skills and knowledge.

- b) Training and development needs will also be identified through the supervision and appraisal process, and through internal assessments to meet business needs.
- c) To monitor the effectiveness and quality of training and development programmes, employees should provide comments on the quality and cost-effectiveness of training upon attending such training.

4.2 Supervisors

- a) Supervisors are responsible for assisting employees in identifying training and development needs and for ensuring that they review these with employees during supervision or performance review sessions. Supervisors should recommend training that is necessary to meet the gaps in an employee's skills necessary to carry out his/her duties.
- b) Supervisors have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development.
- c) Supervisors should seek feedback on any training, including quality and cost-effectiveness. Supervisors should then ensure that employees implement the skills that they have gained through training.

4.3 Human Resource Department

- a) The coordination of the learning and development process is the responsibility of the Human Resource Department of each respective subsidiary. They should, therefore, ensure that evaluation of training and development needs is undertaken annually by liaising with line supervisors to ensure that any identified needs are addressed accordingly.
- b) The Human Resources Department is responsible for recommending the learning and development budget for each financial year.
- c) The Human Resource Department will maintain a central record of the learning and development activities of all employees in the Group. They will also ensure that all learning and development activities will be monitored and evaluated in terms of suitability, effectiveness and value for money.

5. Key Professional and Skills-Based Learning

The Company emphasizes learning that focuses on areas which:

- enable the Company to fulfil our strategic objectives;
- are necessary to meet any organisational statutory/contractual obligations;
- are essential to generate and maintain income;
- ensure IT skills meet business needs;
- are essential to ensure the quality of service provision; and
- enable management development concerning those who have managerial/supervisory responsibilities.

6. Performance Management

Performance management is an ongoing communication process, which involves both the supervisor and their employees in:

- identifying and describing essential job functions and relating them to the strategic and operational objectives of the Group;
- developing realistic and appropriate performance standards;
- giving and receiving feedback about performance;
- participating in constructive performance appraisals; and
- planning the learning and development opportunities to sustain, improve or build on employee work performance.

7. Performance Evaluation

- a) Annual performance evaluations are an essential component of the Group's performance management framework. This is supported by regular mentoring and supervision sessions between line supervisors and their employees throughout the year.
- b) The annual performance evaluations scheme allows for each employee to be formally appraised by their line supervisor through a structured discussion on work performance over the previous year which must also incorporate the employee's learning and development needs for the following year. It also enables the Group to build on strengths and address areas, which require support, thereby enhancing the potential skill base of the individual employee.