



Training Policy

Neo One provides employee training as a means to help employees develop and/or enhance their professional skills and to assist them with their career development goals.

As part of our commitment to staff training and development, we provide relevant training course developed in house or by 3rd Party trainers.

Mandatory Training and Education

Neo One requires mandatory training for all employees on such topics as {training i.e. safety, confidential information, ethics, work-related topics and organization policies}.

All mandatory training is expected to be completed on or before the "required by" date and should be done during the employee's scheduled work hours. Employees will be paid their regular rates. Non-exempt (generally hourly) employees must obtain prior written approval from their supervisor if training time will require overtime pay. Exempt employees may complete the training outside their regular scheduled hours, at their discretion, but will not receive any additional compensation or time off.

Timely completion of training will be part of an employee's performance evaluation. Employees will not be eligible for raises, promotions or other compensation until all required training is completed. Completion of required training does not guarantee raises, promotion or other compensation or in any way alters the "at will" status of employment. Supervisors are expected to allow training time within normal work hours.

Recommended Training and Education

From time to time a supervisor may recommend specific online courses as a performance improvement activity or as part of an employee's professional development plan or the employee may request permission to take specific courses. Time spent on online courses that are taken with supervisory pre-approval will be compensated as described in the Mandatory Training and Education section of this policy.

Elective Training and Education

Employees may, at their own discretion, take online courses for continuing education credit, for professional development, or personal interest. Employees choosing to take online courses at their own discretion, as electives, must do so on their own time and will not be compensated for their time.