

Languages policy

- Target:** All employees with identified language development needs (CZ / EN / FR).
- Objectives:** To help employees to acquire and develop the language skills they need from business point of view.
- Actions:** Employees are defaultly assigned for group sessions (with recommended amount of 3 students) using an external language school that is contracted with L'Oréal. Exceptionally it is possible to arrange individual session for boosting language competencies in a short time.
- Application:**
- Courses are determined to employees with language level B1 at maximum.
 - If foreign language is a must for daily job communication and the level of knowledge is insufficient L'Oréal covers the costs **fully** for those employees. For fully cost coverage by L'Oréal Division Mancom Manager's approval is required.
 - If foreign language is not a must for daily job communication L'Oréal covers the costs **partially** for those employees. In that cases employees can use EDENRED card for full (2 500 CZK) or partial (1 900 CZK) reimbursement twice per year (each July & January). Full reimbursement is applicable for **individual language courses**, partial reimbursement is applicable for **group language courses**. Applications need to be processed via the official document (Edenred reimbursement request) and submitted to Learning Manager.
 - Individual courses are arranged for 20 lessons per semester whereas Group sessions are arranged for 25 lessons per semester. Each lesson is for 60 min, typically once per week.
 - Each semester is for 5 months (summer semester: Feb-June & winter semester: Sep-Jan)
 - You can transfer the remaining lessons from winter semester to summer semester if unspent. Such a transfer is not possible from summer semester to winter one so starting in Sep your remaining lessons will be annulled. You can intensify a frequency of the lessons during summer to use all lessons allocated.
 - 70% attendance rate is a minimum requirement for students to complete a semester and to start another one.
 - Time spent in language courses is not included to working hours of the employee. Courses must take place before 9.30am or after 4pm
- Cancelation:**
- Students have to cancel their participation 24 hours latest prior the session via SchoolPartner system as per the instructions [here](#). Those with flexible schedules communicate straight to their teacher.
 - Monday lessons must be cancelled on Friday until 3pm the latest
 - If the lesson is cancelled properly students are expected to reschedule it with the teacher (ideally during the same month)
 - If the lesson is cancelled later it is considered as taught one and must be paid