

Languages policy

- Target Group:** 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.
- Venue:** L'Oréal premises & Miscellaneous
- Application:**
- Courses are determined only for employees with language level B1 at maximum.
 - If foreign language is a must for daily job communication 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 15 lessons whereas Group sessions are arranged for 30 lessons. Each lessons is for 60 min once per week.
 - 70% attendance rate is required from students otherwise their further applications will be challenged by Learning Manager
 - Time spent in language courses is not included to working hours of the employee. Courses must take place before 9.30 am or after 4 pm
 - If the languages courses are taking place in L'Oréal premises, employees should book appropriate meeting rooms (fit to the numbers of participants). It is forbidden to book big conferences rooms.
- 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