

## 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 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 whereas Group sessions are arranged for 25 lessons. Each lesson is for 60 min, typically once per week.
- 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 9.30 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.

**Cancellation:**

- 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