	HR Policies & Procedures Ariba Czech s.r.o.	02/2015
	Policy on Languages Training	Version: 1 From date: 1. 8. 2015

Policy on Languages Training

ARIBA Czech s.r.o.

Prepared by:	Dita Faltínová HR Business Partner	1.8.2015
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1. Principle

This policy applies to both full time and part time employees including external workers (C-users) within the organizational structure of Ariba Czech s.r.o. For ease of reading Ariba Czech s.r.o. may also be referred to as the company or Employer.

This policy aims to ensure that employees have access to language training to enable them to meet language requirements of their positions and to increase their proficiency level. Moreover, it provides a framework for decision making about employee languages training ensuring consistent approach to employee development across the company.

Foreign language lessons specified in this policy are non-contractual, it means there isn't a right for providing them in the future and they may be revised or withdrawn at any time

2. Eligibility

The Employer provides foreign languages training as a part of employee's development related to their work. This cannot be granted as a bonus.

Access to training to meet these requirements is available to:

- employees appointed to a bilingual or multilingual position who do not meet the language requirements of their positions;
- employees with a finished probation period;
- employees whose participation has been approved by their line managers;
- employees who did not resign and who are not in the notice period;
- employees who are not currently joining any other language course sponsored by the company;
- employees who accept the conditions described in this Policy.

Employee's language course's participation is always subject to the line manager's approval.

3. Financial Management

The major part of languages training costs is covered by the Employer represented by the respective employee's department.

Nevertheless, the employees' financial participation is required as follows:


- Text books and notebooks; and
- Return advance payment of CZK 2500 (based on conditions described in chapter 4.).

As Ariba Czech s.r.o. doesn't have any centralized training budget, the language training's costs are charged back to the relevant cost center.

4. Process description

4.1 Steps

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- Once the Employee's participation has been approved by their line manager, the Employee will be asked to sign an Agreement on the deduction of the course costs (refundable amount) from his/her salary (which can be split into 2 months).

This amount is considered as an advance payment and will be returned to the employee after the course is finished on the condition that their absence does not exceed 30%. The same rule is applicable for leavers. More details regarding absences are described in chapter 4.2.

- Prior to the first session, the participants are required to pass an entry exam to determine their knowledge level.
- New joiners can join a course once their probation period is completed if the manager approves their participation and if there is a vacant seat in the respective course.

4.2 Absences

The Employer considers absence higher than 30% as a sign that the employee does not actively participate and does not take his/her language development seriously. For this reason the language development of these employees cannot be supported by the Employer and the advance payment will not be returned.


In case of frequent business travel, the employee is responsible to excuse the absence to the language school in advance and always copy his/her manager on the email.

5. Languages development supported by the Company

Currently, the Employer supports the development of the following languages:

- English
- German
- French
- Spanish
- Italian
- Portuguese
- Dutch
- Russian
- Swedish
- Chinese
- Romanian
- Japanese
- Danish
- Greek
- Hungarian
- Korean
- Norwegian
- Polish
- Turkish
- Czech

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The offered learning levels start at A2 and the aim is to develop the participants' knowledge to one level above (for instance from A2 to B1; from B1 to B2; from B2 to C1). Czech language can start at A1 level. In each group the minimal number of participants is three, maximum number of participants 5. If the number of participants is not sufficient then the course will not be opened.

There will be 35 lessons provided for each group course.

The Employer offers group courses only. Individual courses can only be approved based on strong business reasons by direct manager, level up manager and HRBP.

6. Accountabilities

Employee Accountability

Employees are required to familiarize themselves with this policy, and to comply with both the overall intent and the specific terms of the policy.

Management Accountability

Managers are responsible for ensuring that members of staff under their supervision understand this policy.

Internal HR Accountability

Internal HR will provide the support and advice to employees and managers, to ensure that the policy is correctly adhered to at all times.

Version 1:

Approval	Prepared by:	Reviewed by and approved:
On:	1.8.2015	1.8.2015
Name:	Dita Faltínová	Andrew Evans
Signature:		

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