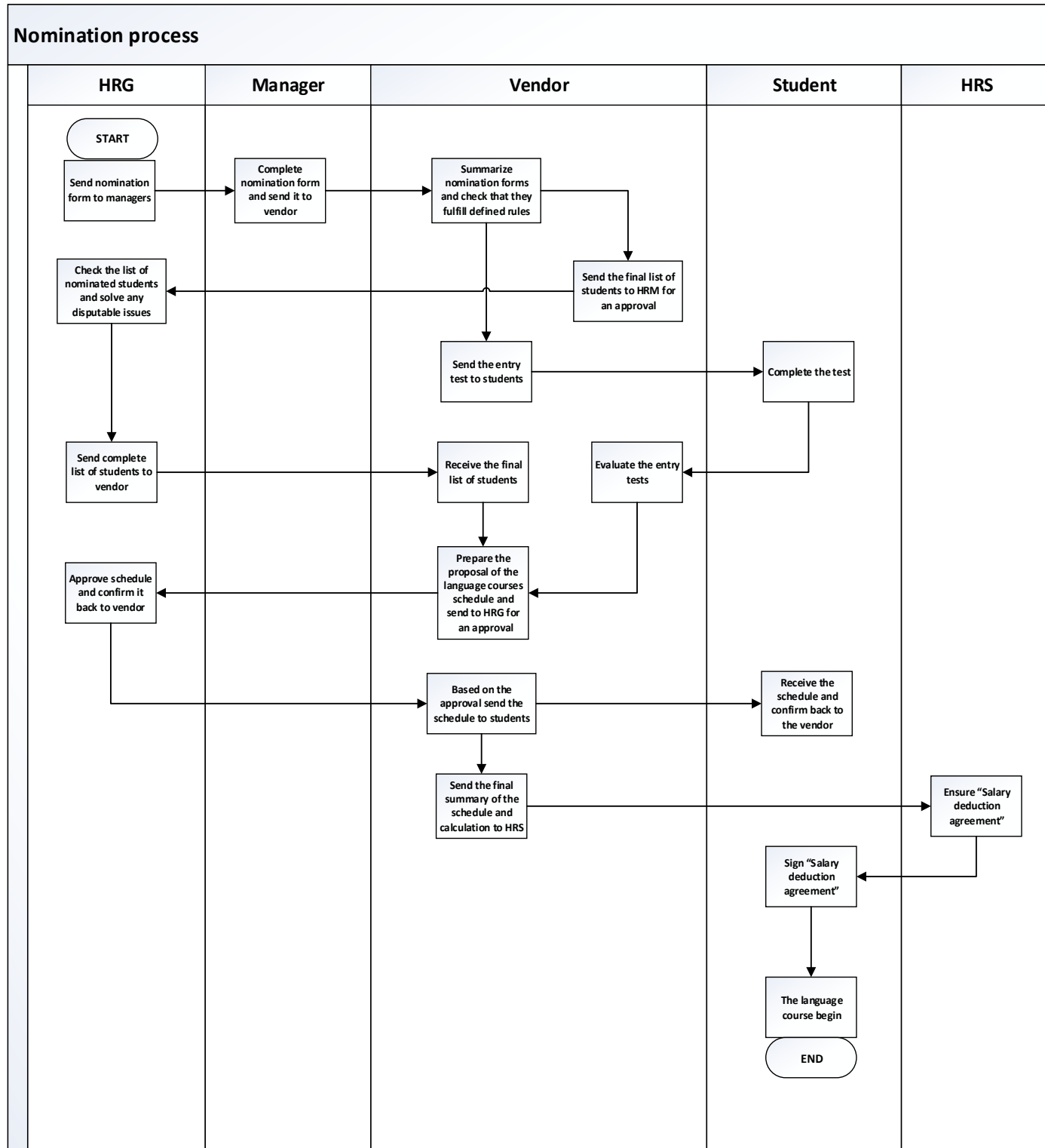


Country Name: <b>CZE</b>	Policy Title: <b>SITE GUIDELINES – Rules for Providing Language Training</b>	Effective Date: <b>20/08/2015</b>
Policy Number: <b>HR11.2TL</b>		Revision Date: <b>12/08/2015</b>

## 1 Process of organizing the language trainings



Country Name: <b>CZE</b>	Policy Title: <b>SITE GUIDELINES – Rules for Providing Language Training</b>	Effective Date: <b>20/08/2015</b>
Policy Number: <b>HR11.2TL</b>		Revision Date: <b>12/08/2015</b>

## **2      Language Education Procedure**

### **2.1      Language Education**

In the legal entity Honeywell International, s.r.o. and Honeywell, spol. s r.o. language trainings are offered in case of business need (in the form of job need language training or supplementary language training).

The language trainings is a subject of Primary Manager's approval.

The trainings are organized as following:

- Supplier: responsible for entry placement tests, schedules,
- Language School Contact Person: is responsible for course coordination together with the client (Honeywell), monitors and evaluates attendance and ensures reporting for the client. Deals with any issues regarding quality of education and is a point of contact for students.
- Students coordinate the meeting room booking in cooperation with facility (office coordinator). It is not allowed to book the meeting rooms XL, XXL, 1+2 and Prague.
- HR Services Specialist: prepares, prints and distributes the agreements on salary deductions and other documents. HRS ensures signature of related documents and coordinates deduction from the salary with the payroll team.
- HR Generalist: deals with potential questionable nominations, processes the deduction of the salary only in case of sanctions.

### **2.2      Extent and time of the courses**

The timetable and locations of the respective course for the current school year will be available no later than 7 days before the start date of the course. Place/meeting room for the course is booked by students.

The courses will be taking place outside of the fixed working hours, between 7:00 – 10:00, 12:00 – 13:30 a 15:30 - 20:00. The course can take place in other time only pursuant written approval of HR Manager.

### **2.3      Types of courses**

The purpose of the language trainings is to improve the language knowledge of the employees. The types of courses are designed to suit the needs of both, the employee and the employer. Specialized courses (technical, business etc.) are preferred.

### **2.4      Organization of the language trainings**

Every employee meeting the criteria for participation in the language courses specified by the directive Rules for provision of language education can take part in the language training.

To be able to participate in the training, the employee needs the primary manager's approval. The primary manager will also approve the employee's eligibility to participate in the job need (fully sponsored by the employer) or supplementary (partially sponsored by the employee) language training.

In order to be placed in a particular course, the employee takes a placement test.

Country Name: <b>CZE</b>	Policy Title: <b>SITE GUIDELINES – Rules for Providing Language Training</b>	Effective Date: <b>20/08/2015</b>
Policy Number: <b>HR11.2TL</b>		Revision Date <b>12/08/2015</b>

### **3     Job need language training**

Each participant of a language course is obliged to accomplish conditions specified in the policy Rules for provision of language education.

The language school tests the achieved language knowledge with a standardized test at the end of the school year. Any exceptions are approved by the HR Manager.

Job need language courses are fully paid from the Prime Manager's cost center.

### **4     Supplementary language training**

Employee can attend supplementary language training pursuant accomplishing conditions specified in the policy Rules for provision of language education.

Employee can start the supplementary language training only at the beginning of the semester.

The cost for the supplementary language training is shared between the employer and the employee. The employee's share in the cost is set at 50% of the price per 1 participant at the time of course start in given semester and is deducted from employee's wage. The cost for the course calculated at the beginning of semester is final and is not changed during given semester no matter how many absence hours employee has.

Course schedule is usually 2x60 minutes or 1x90 minutes per week. Maximum number of course participants is 8. Should there not be enough participants to form a study group in the respective level (less than 3), the employee is not entitled to participate in the supplementary language training. Any exceptions are subject to HR Manager's approval.

#### **4.1     Czech language training**

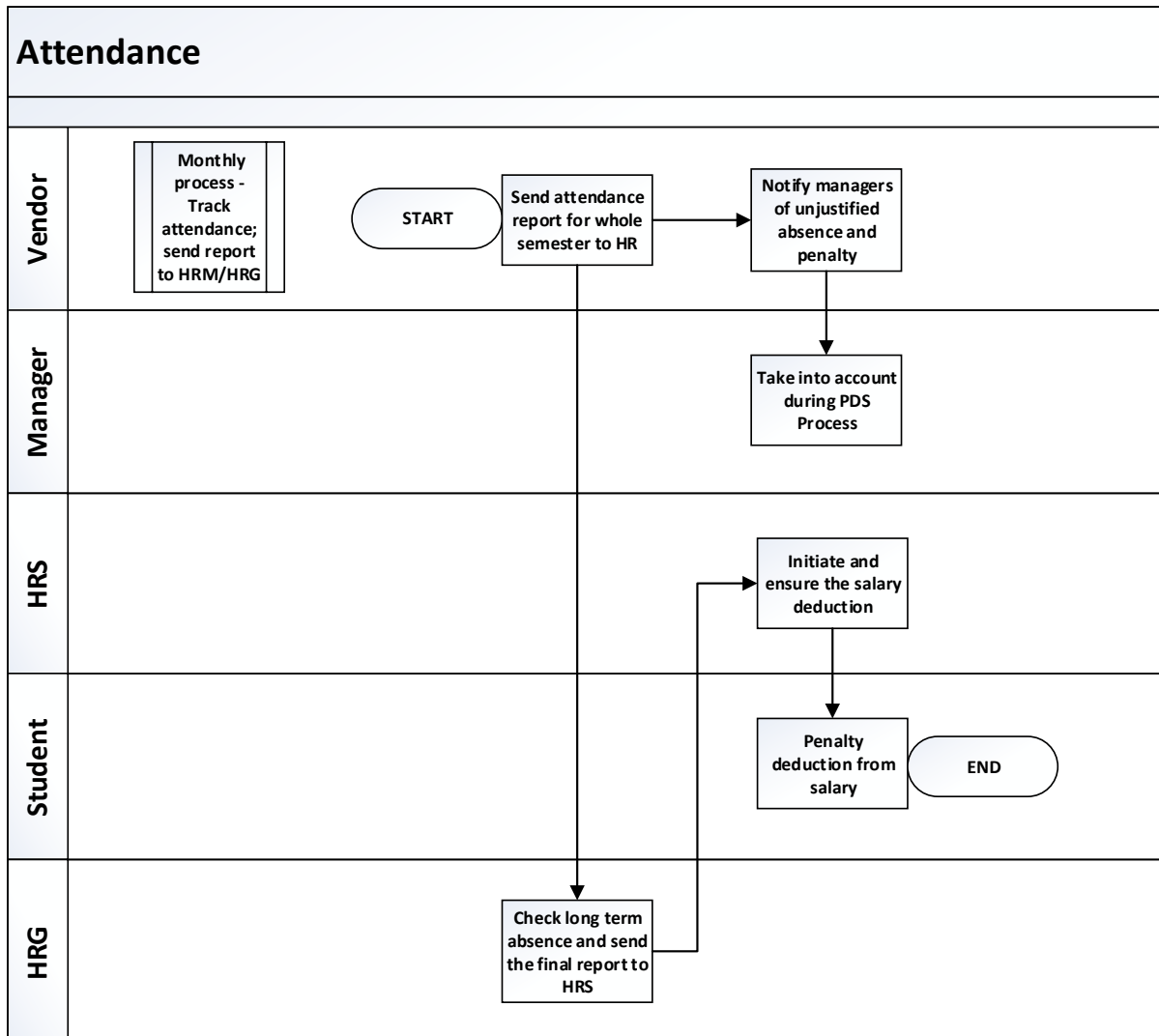
Czech language training rules are the same as defined in chapters 3 and 4.

Czech language training can be provided only to non-native Czech speaking employees provided that the active Czech knowledge is business required (everyday contact with customers or suppliers, interaction with the local team etc.).

### **5     Rules for participation in the language training**

Once the students sign in, they are obliged to attend the course and fulfill the requirements specified by the policy Rules for provision of language education and Site guidelines.

Country Name: <b>CZE</b>	Policy Title: <b>SITE GUIDELINES – Rules for Providing Language Training</b>	Effective Date: <b>20/08/2015</b>
Policy Number: <b>HR11.2TL</b>		Revision Date: <b>12/08/2015</b>



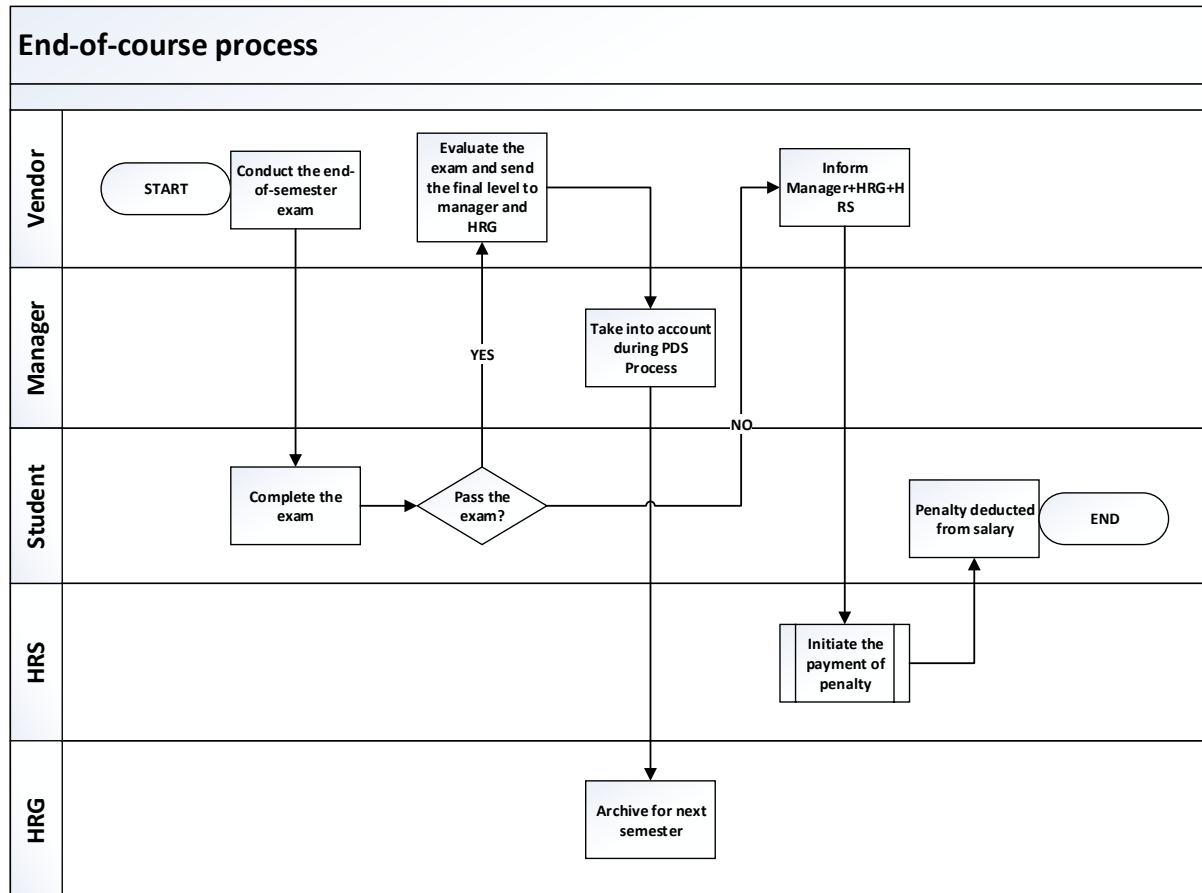
## 5.1 The participant's responsibilities

All participants of the language training are obliged to fulfill conditions specified in the policy Rules for provision of language education.

The following absences are excluded from the mandatory attendance limit (70% or 95%): sick leave, vacation, family care, business trip, paid obstacles, training if they are excused in advance. Absence from the language training is necessary to announce at least 24 hours in advance to the Language School Contact Person. In case that the absence is announced less than 24 hours in advance or is not announced at all, the supplier charges lesson regarding to the stated price list. If the lesson was cancelled on time employee enrolled in individual lessons is allowed to schedule an alternative time for the lesson within the current semester.

In case that the employee hasn't improved his/her language knowledge by at least 1 level (for example from B1.1 to B1.2) within the 2 years of the training beginning, he/she is dismissed automatically from the language training.

Country Name: <b>CZE</b>	Policy Title: <b>SITE GUIDELINES – Rules for Providing Language Training</b>	Effective Date: <b>20/08/2015</b>
Policy Number: <b>HR11.2TL</b>		Revision Date: <b>12/08/2015</b>



## 5.2 Sanctions for breach of obligations

In case that the employee breaches obligations, the employer is allowed to use the sanctions specified in the policy Rules for provision of language education.

- Attendance below 70% in the group training – fine of 1 000 CZK/semester, potential dismissal from the participation in language trainings in the next semester/school year
- Attendance below 95% in the individual course – fine of 1 000 CZK/semester, potential dismissal from the participation in language trainings in the next semester/school year
- Failure to participate in the final/other testing – a fine of 1000 CZK/semester, potential dismissal from the participation in language trainings in the next term/school year

The Employer considers absence higher than 30% or 5% based on education type 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.

Early termination of the course participation from the employee's side must be approved by HR Manager. There are no sanctions in case of contract termination, long term leave (sick leave, maternity/parental leave), and long term business trip.

Country Name: <b>CZE</b>	Policy Title: <b>SITE GUIDELINES – Rules for Providing Language Training</b>	Effective Date: <b>20/08/2015</b>
Policy Number: <b>HR11.2TL</b>		Revision Date <b>12/08/2015</b>

All the above listed sanctions can be added together and are processed in the form of a deduction from net salary.

### **5.3 Textbooks and study materials**

The textbooks and study materials are paid by the students; they are entitled to keep these once the course is finished.

## **6 Individual courses**

In exceptional cases, the Primary Manager can approve individual courses, taking place at the provider's premises or at the workplace.

The requirement to attend individual courses needs to be approved by the Primary Manager and HR Manager. The conditions of individual courses are specified before the course commencement and any exceptions are approved by HR Manager.

Individual course is possible only for job need language training.

All above stated conditions are also applicable to individual courses.

Country Name: <b>CZE</b>	Policy Title: <b>SITE GUIDELINES – Rules for Providing Language Training</b>	Effective Date: <b>20/08/2015</b>
Policy Number: <b>HR11.2TL</b>		Revision Date: <b>12/08/2015</b>

## REVISION HISTORY:

Revision No.	Change description
NC	New site guidelines
A	12/08/2015 changes in compliance with new language training policy

## APPROVAL:

SCHVÁLILI:  Jana Číhalová, Acting HR Manager  Ladislav Haškovec, Company Executive Jednatel společnosti Honeywell, spol. s.r.o., Honeywell Aerospace s.r.o.  Zdeněk Knápek, Company Executive Jednatel společnosti Honeywell International s.r.o., Honeywell Aerospace Olomouc s.r.o., Honeywell Aerospace s.r.o.	DATUM: 20/08/2015
--	----------------------