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## EMPLOYEE DEVELOPMENT PROGRAM

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## 1. Program Scope:

This program applies to all RAK Properties (RAKP) Employees

### Program Purpose:

At RAKP, we believe our people are our greatest strength. To help every employee reach their potential, we offer a range of development programs designed to enhance skills, inspire growth, and build rewarding careers. This Program outlines the framework for employee development programs and establishes the criteria used to assess and approve applications.

### Objective:

The objectives of the Program are:

1. To enable employees to acquire the knowledge and skills to enable them to perform effectively in their current roles.
2. To enable employees to enhance their performance in their current roles.
3. To enable employees to respond effectively to the demands placed upon them by internal and external change and development.
4. To enable employees to develop their careers effectively with the company.
5. RAKP realizes the importance of training and recognizes that the skills and knowledge of its employees are critical to the success of the company.
6. To enable and facilitate professional as well as personal development and growth

## 2. Program Description:

RAKP encourages all employees to pursue professional development actively. In line with this commitment, RAKP supports employees in undertaking courses, attending seminars or conferences, or obtaining relevant credentials, where such activities enhance performance in their current role or contribute to career development within RAKP. Employees, with the support of their line manager, should demonstrate how the proposed development will strengthen their performance or broaden their capacity to contribute.

### Planning for Professional Development

- Unit heads, in coordination with their employee members & HRD, plan essential professional development derived from the job responsibilities and in line with units' objectives and priorities.
- The forms of professional development activities may be conducted in different forms; in-house training, out-of-house training, online, videoconference, self-study, pre-recorded professional development, and other forms.

### The professional development program includes:

- Job-Specific Professional Development: Job-specific professional development focuses on advancing expertise within the field, directly enhancing the quality, rigor, and innovation of employee performance. Unit heads may also assign employees to explore emerging or

specialized areas that support the unit's strategic ambitions and planning. This includes, but is not limited to, the following:

- **Leadership Development Programs:** Training initiatives are designed to strengthen leadership capabilities, equipping current and future leaders with essential personal and professional skills. These programs aim to refine targeted competencies, empowering individuals to effectively lead teams and drive organizational success.
- **Cultural Education:** Programs and initiatives that promote awareness, understanding, and respect for diverse cultural backgrounds, practices, and perspectives. Cultural education is essential for organizations operating in diverse environments, whether through multicultural teams within one country or international collaborations across borders.
- **Software Application and Digital Transition:** Encompasses training activities focused on enhancing employees' proficiency in using software applications and system tools relevant to their roles. This training is available continuously, can be requested as needed, and is provided whenever new software or system updates are introduced, ensuring employees remain current with the latest tools and technologies.
- **Performance-Based Development:** Based on job performance evaluation, a professional employee with low performance scores may be directed to pursue professional development activities in one or more areas, to enhance the underscored areas.

### **3. Commitment**

RAKP's commitment to Learning and Development demonstrates our dedication to nurturing a skilled and motivated workforce, poised for success in the dynamic real estate industry. By empowering our employees to grow professionally, we strengthen the foundation of our company's success and ensure a bright future for all stakeholders.