



Training and Education Policy

Purpose:

SlavkaSk, as an international nonprofit organization, is committed to ensuring that its employees possess globally competitive knowledge and professional skills. To support this, a mandatory and continuous training system is implemented for all staff, promoting standardized operational quality, efficiency, and high-level international cooperation.

1. Core Principle

All SlavkaSk n.o. employees are required to:

- Participate in annual internal and external training programs
- Sign a training participation declaration
- Apply acquired knowledge in practice
- Handle training materials confidentially and use them only for internal purposes

2. Training System Structure

2.1 Basic Training (mandatory for all new hires):

- History and mission of SlavkaSk
- Operational models and regulations
- Occupational health and fire safety
- Ethical and confidentiality guidelines
- Basic technological knowledge

2.2 Annual Refresher Courses (held at each site at least once a year):

- Technological innovations (e.g. new pyrolysis modules)
- Emergency procedures
- Environmental and regulatory updates
- Quality management knowledge
- IT and data protection developments

2.3 Professional Workshops

Practical demonstrations by local and international experts, e.g.:

- Material identification and contamination exclusion
- Fine-tuning of reactor control
- Gas cleaning module efficiency

2.4 Digital Knowledge Base

All employees have access to a central, password-protected platform including:

- Training videos
- Notes and supporting materials
- Exam questions and practical tests

3. Ethics, Behavior, and Communication Norms

- Ongoing training on rules of engagement with clients, partners, and colleagues
- Ethical conduct training is mandatory at all levels
- Regular communication on new developments and technologies
- Cultural briefings for colleagues working in international regions

4. Evaluation and Certification

- Each training concludes with an electronic exam
- Annual assessment of individual training compliance
- Mandatory retraining assigned in case of unsatisfactory results

5. Language Training and International Preparation

To support cross-border collaboration:

- Basic English language training
- Technical and administrative terminology modules
- Cultural awareness courses (e.g. Iran, Indonesia, China)

6. Training Coordinator and Records

- Each facility has a designated Training Coordinator managing training logs and reporting to headquarters
- The central training team evaluates programs quarterly and proposes new sessions

Regulation Issued By:

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