



Training and Development Policy

Introduction

At Prism Industries Pvt Ltd, we believe that continuous learning and professional development are essential to the success of both our employees and the organization. As a leading pharmaceutical company that manufactures and distributes critical products such as nicotine-based formulations, quinine, hyoscine, lumefantrine, and artemether, we are committed to ensuring that our employees possess the knowledge, skills, and competencies required to excel in their roles.

We recognize that the pharmaceutical industry is dynamic and constantly evolving, and it is critical for our workforce to stay ahead of regulatory changes, technological advancements, and emerging industry trends. This Training and Development Policy is designed to provide all employees with the opportunities and resources needed to develop professionally, enhance their skills, and grow within the company. By investing in our employees' education, we ensure not only their personal growth but also the long-term success of Prism Industries and the continuous delivery of high-quality products to our customers.

Our policy aims to foster a culture of continuous learning, promote career development, and ensure that employees in all departments—from research and development to production and sales—are equipped with the tools they need to succeed and thrive in a competitive and highly regulated industry.

Scope and Applicability

This policy applies to all employees at Prism Industries Pvt Ltd, including full-time staff, part-time employees, contractors, and temporary staff involved in the production, research, and distribution of our products such as nicotine, quinine, hyoscine, lumefantrine, and artemether. This policy covers all aspects of training and development, from on-the-job training and technical skills enhancement to leadership programs and certifications related to the pharmaceutical industry.

The policy ensures that employees across all functions, including production, quality control, regulatory compliance, R&D, sales, and administration, have access to relevant training and development opportunities. It aims to provide employees with the tools they need to perform at their best and advance in their careers, while ensuring that Prism Industries continues to meet its business objectives, industry standards, and regulatory requirements.

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Objectives of the Training and Development Policy

1. **Enhance Employee Skills and Competencies**

The primary objective of this policy is to enhance the skills and competencies of our workforce across all functions. This includes developing expertise in the production of nicotine, quinine, hyoscine, lumefantrine, and artemether products, as well as expanding general skills such as communication, leadership, and project management.

2. **Promote Professional Growth and Career Advancement**

Prism Industries is committed to offering career advancement opportunities to all employees. We support the professional growth of our workforce by providing clear pathways for career progression through training, mentorship, and leadership development programs. We aim to cultivate internal talent and promote from within whenever possible.

3. **Ensure Regulatory Compliance and Industry Standards**

As a pharmaceutical company, compliance with regulatory requirements and industry standards is non-negotiable. This policy ensures that employees are continually educated on the latest industry regulations, including those related to the manufacturing and distribution of nicotine products and pharmaceutical drugs such as quinine, hyoscine, lumefantrine, and artemether. This includes staying up-to-date with international standards, Good Manufacturing Practices (GMP), and safety protocols.

4. **Create a Culture of Continuous Learning**

We aim to create a company-wide culture of continuous learning, where employees feel encouraged to pursue further education, attend industry conferences, and participate in internal training initiatives. By fostering this culture, we ensure that our workforce remains adaptable and innovative, which is crucial in a fast-moving industry.

5. **Improve Organizational Performance**

Investing in the development of our employees ensures that we have a skilled, knowledgeable, and motivated workforce that can drive performance, increase productivity, and help Prism Industries maintain a competitive edge in the global pharmaceutical market.

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Key Principles of the Training and Development Policy

1. **Equal Access to Development Opportunities**

Prism Industries is committed to providing equal access to training and development opportunities for all employees, regardless of their role or level within the organization. Every employee should have the chance to develop new skills and advance their career, and we will provide the necessary resources and support to make this possible.

2. **Relevance to Business and Industry Needs**

Training and development programs must align with the business objectives of Prism Industries and the needs of the pharmaceutical industry. We ensure that all training initiatives are relevant to the roles and responsibilities of our employees, and that they reflect current best practices and industry trends related to nicotine, quinine, hyoscine, lumefantrine, and artemether production.

3. **Continual Learning and Knowledge Sharing**

Learning should not be a one-time event but an ongoing process. We encourage employees to share knowledge and best practices with their colleagues, ensuring that learning is a shared responsibility. Regular knowledge-sharing sessions, workshops, and cross-departmental initiatives will be implemented to ensure that employees can learn from one another.

4. **Tailored Learning Paths**

Prism Industries understands that employees have different career aspirations, learning styles, and prior knowledge. Therefore, we provide customized training programs that cater to individual needs, whether for technical skills development, leadership training, or industry-specific certifications.

Training and Development Programs

1. **Onboarding and Induction Programs**

For new hires, Prism Industries provides comprehensive onboarding and induction programs. These programs are designed to familiarize new employees with the company's operations, values, and culture, as well as introduce them to the specific production processes for nicotine, quinine, hyoscine, lumefantrine, and artemether. New employees will also be introduced to relevant regulatory compliance standards, workplace safety, and health practices.

2. **Technical and Product-Specific Training**

Employees involved in the production of nicotine, quinine, hyoscine, lumefantrine, and artemether will receive ongoing technical training related to the manufacturing processes, safety protocols, and quality control procedures associated with these products. This training will also cover compliance with relevant regulations, such as Good Manufacturing Practices (GMP) and safety standards in the pharmaceutical industry.



- **Nicotine-Based Products:** Training in the safe handling, production, and quality assurance of nicotine salts, e-liquids, and other nicotine-based products will be provided to ensure employee safety and product consistency.
 - **Quinine and Artemether:** Employees working with quinine and artemether will undergo training on the specific manufacturing processes for these critical anti-malarial drugs, as well as regulatory requirements for their distribution.
 - **Hyoscine and Lumefantrine:** Training for employees involved in the production of hyoscine and lumefantrine will cover industry best practices for pharmaceutical production, including formulation, safety standards, and regulatory guidelines.
3. **Regulatory and Compliance Training**
As the pharmaceutical industry is highly regulated, Prism Industries provides regular training on the latest laws, regulations, and compliance standards that govern our products and operations. This includes training on the Food and Drug Administration (FDA) regulations, the European Medicines Agency (EMA) guidelines, and local regulatory requirements for nicotine products, quinine, hyoscine, lumefantrine, and artemether.
4. **Leadership and Management Development**
Prism Industries invests in developing leadership and management capabilities within the organization. We offer programs designed to improve leadership skills, including project management, communication, decision-making, and strategic thinking. These programs are essential for employees seeking to advance into managerial or executive roles within the company.
5. **Certification Programs**
To help employees develop their professional credentials and enhance their expertise, Prism Industries supports various certification programs, particularly in regulatory affairs, quality control, pharmaceutical manufacturing, and health and safety. Employees are encouraged to pursue certifications that are relevant to their roles and career goals, and the company may provide financial support or sponsorship for approved programs.
6. **Mentorship and Coaching**
In addition to formal training, Prism Industries encourages mentorship and coaching programs to help employees develop both professionally and personally. Senior employees and managers are encouraged to mentor junior staff, providing guidance, sharing knowledge, and supporting career development.
7. **Online Learning and External Training**
Prism Industries recognizes the importance of flexibility in learning. Therefore, we offer access to a wide range of online learning platforms and courses related to the pharmaceutical industry. Employees can access these platforms to develop technical skills, soft skills, and industry knowledge at their own pace.

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8. Cross-Departmental and Job Rotation Programs

Prism Industries offers cross-departmental training and job rotation programs to employees to enhance their knowledge of different functions and areas of the business. These programs help employees gain a broader understanding of the organization and develop skills that can contribute to their career advancement.

Measuring Training Effectiveness

1. Feedback and Evaluation

Prism Industries places great emphasis on the effectiveness of our training programs. After each training session, employees will be asked to provide feedback on the quality of the training, the relevance of the content, and its applicability to their roles. This feedback will be used to continuously improve future training programs.

2. Performance Appraisal Integration

Training outcomes will be integrated into the company's performance appraisal system to ensure that employees are applying what they have learned in their daily work. Managers will assess the impact of training on employee performance and professional growth.

3. Ongoing Monitoring and Review

The Training and Development Policy will be reviewed annually to ensure that it aligns with the changing needs of the business and the pharmaceutical industry. Prism Industries will monitor industry trends and regulatory changes to ensure that training programs remain relevant and up-to-date.

Conclusion

Prism Industries Pvt Ltd is committed to providing its employees with the tools, resources, and opportunities to grow professionally and personally. Our Training and Development Policy ensures that all employees involved in the production and distribution of nicotine, quinine, hyoscine, lumefantrine, and artemether products have access to the necessary training to excel in their roles and contribute to the continued success of the company. By investing in our employees' development, we ensure that they remain skilled, knowledgeable, and capable of meeting the challenges of the dynamic and evolving pharmaceutical industry. We are proud to support our workforce's growth and foster a culture of continuous learning and development within Prism Industries.

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