



Lucid Colloids Limited

Registered & Corporate Office:

401A Navbharat Estates, Zakaria Bunder Road, Sewri West, Mumbai 400015, India.

Tel: +91-22-24158059 | Email: admin@lucidcolloids.com

Company Identification Number: U24311MH1996PLC099800

Career Development Policy

1. Purpose

This policy aims to foster a supportive environment that encourages continuous learning, skill enhancement, and career progression for all employees. By investing in our workforce's development, we strive to align individual aspirations with organizational goals, ensuring mutual growth and success.

2. Scope

Applicable to all employees across all divisions and locations, this policy encompasses various aspects of career development, including promotions, transfers, training, and mentorship opportunities.

3. Guiding Principles

- **Equal Opportunity:** We are committed to providing equal opportunities in employment and career advancement without discrimination based on gender, race, religion, caste, ethnic origin, nationality, age, disability, or any other protected characteristic.
- **Merit-Based Advancement:** Career progression is based on individual merit, performance, and the alignment of skills with organizational needs.
- **Continuous Learning:** We encourage a culture of continuous learning and development to ensure employees remain competitive and capable of meeting evolving business challenges.

4. Career Development Opportunities

- **Training and Development:** Employees undergo a range of training programs designed to enhance technical, functional, and behavioural competencies. This includes classroom as well as shop floor instruction.
- **Mentorship Programs:** We facilitate mentorship opportunities where experienced professionals guide employees in their career development, offering insights and advice to help them achieve their goals.
- **Internal Job Postings (IJP):** Employees are encouraged to apply for open positions within the organization that align with their career aspirations and qualifications. This promotes internal mobility and the optimal utilization of talent.



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5. Performance Evaluation

- **Regular Assessments:** Employees undergo periodic performance evaluations to assess their contributions, identify strengths, and determine areas for improvement.
- **Feedback Mechanism:** Constructive feedback is provided to support employee development, with an emphasis on setting clear objectives and expectations for future performance.

6. Career Progression

- **Promotions:** Advancement to higher positions is based on demonstrated performance, readiness for increased responsibilities, and the availability of suitable roles.
- **Transfers and Mobility:** Employees may be transferred to different roles or locations to meet organizational needs or as part of their career development plans. Such movements are conducted transparently and in consultation with the affected employees.

7. Support for Differently Abled Employees

- **Inclusive Environment:** We are dedicated to creating an inclusive workplace that accommodates the needs of differently abled employees, ensuring they have equal access to career development opportunities.
- **Reasonable Accommodations:** Necessary facilities and adjustments are provided to enable differently abled employees to perform their duties effectively and progress in their careers.

8. Employee Responsibilities

- **Proactive Engagement:** Employees are encouraged to take an active role in their career development by seeking feedback, pursuing learning opportunities, and expressing interest in new roles or projects.
- **Alignment with Organizational Goals:** Employees should strive to align their career aspirations with the organization's objectives, contributing to mutual growth and success.

9. Monitoring and Review

- **Continuous Improvement:** The organization regularly reviews and updates career



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- development policies and programs to ensure they remain effective and aligned with best practices.

- **Employee Feedback:** We value employee input and consider it essential in shaping and refining our career development initiatives.

By adhering to this policy, we aim to create a dynamic and supportive environment where employees can thrive, develop their careers, and contribute meaningfully to the organization's success.

Mr. Uday Merchant
Managing Director