

# Seminars and Conferences Policy



## 1. **POLICY**

- Employee approved seminars and conferences will be paid by the XYZ Co.

## 2. **PURPOSE**

- 01 XYZ Co. fosters the continual professional development of its employees through attendance at approved seminars and conferences. By so doing, employees increase their knowledge, maintain currency in their profession and upgrade their skills.

## 3. **SCOPE**

- 01 This Statement of Policy and Procedure applies to all employees.

## 4. **RESPONSIBILITY**

- 01 An employee's registration and attendance at approved seminars and conference is the Manager's responsibility. The Manager must ensure that a Seminars or Conference Report is furnished by the employee in a timely manner.

## 5. **DEFINITIONS**

None.

## 6. **REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

None.

## 7. **PROCEDURE**

- 01 Employees are required to obtain approval from their manager to attend a seminar or conference in advance of any registration or enrollment for a seminar or conference.
- Within two weeks following attendance at any seminar or conference paid for by XYZ Co., employees shall complete **The Seminars and Conference Report Form** attached herein as Attachment A. The employee's manager and General Manager shall be provided with copies.

## 8. ATTACHMENTS

Attachment A – Sample Seminar and Conference Report