

TRAINING & CERTIFICATION POLICY

Delta International Recruitment Agency

1. Purpose

The purpose of this Training & Certification Policy is to ensure that all employees and representatives of Delta International Recruitment Agency ("the Company") possess the necessary skills, knowledge, and professional competence to perform their duties effectively, ethically, and in compliance with applicable laws and standards.

2. Scope & Applicability

This Policy applies to all directors, managers, employees, recruiters, consultants, and any personnel engaged by the Company, including third parties where training or certification is contractually required.

3. Training Framework

The Company maintains a structured training framework covering:

- Induction and onboarding training
- Compliance, ethics, and code of conduct training
- Anti-bribery and anti-corruption awareness
- Data protection and confidentiality
- Occupational health and safety
- Role-specific and technical training

4. Certification Requirements

Where applicable, employees and representatives are required to obtain and maintain relevant certifications, licenses, or accreditations necessary for their roles, including regulatory, professional, or client-mandated certifications.

5. Compliance & Regulatory Training

Mandatory compliance training is conducted periodically to ensure awareness of:

DELTA INTERNATIONAL RECRUITING AGENCY

Office No 10-17/3, 4th Floor Silk Business Center, Rahman Abad Stop Main Murree Road, Rawalpindi – Islamabad – Pakistan.

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- Applicable labor and recruitment laws
- Immigration and overseas employment regulations
- FCPA, UK Bribery Act, and anti-corruption requirements
- Client and contractual compliance obligations

6. Training Records

The Company maintains accurate records of training attendance, completion, and certifications. These records may be reviewed internally or shared with clients or authorities where required.

7. Responsibility & Oversight

Senior management and department heads are responsible for identifying training needs, ensuring participation, and monitoring compliance with this Policy.

8. Continuous Development

Delta International Recruitment Agency encourages continuous professional development and skills enhancement to maintain high standards of service quality and compliance.

9. Non-Compliance

Failure to complete required training or maintain mandatory certifications may result in corrective action, reassignment, suspension, or disciplinary measures.

10. Policy Review

This Policy shall be reviewed periodically and updated to reflect changes in regulations, business requirements, or best practices.

11. Commitment

Delta International Recruitment Agency is committed to investing in training and certification to promote competence, compliance, and professional excellence.

Approved by: Management

Effective Date: 16-07-2016

Policy Owner: Compliance & Governance Delta Management

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