

HUBFORT

EMPLOYEE TRAINING POLICY

Policy Title	Employee Training Policy
Document Owner	Managing Director, HUBFORT
Applies To	All employees, contractors, directors and agents of HUBFORT
Effective Date	16 April 2026
Version	1.0
Review Cycle	Annual
Jurisdiction	United Kingdom

1. Purpose

HUBFORT operates in a fast-moving cybersecurity sector where technical skills, regulatory knowledge, and professional standards need to stay current. This policy sets out how the company invests in training, how training is requested and approved, and what employees are expected to contribute in return.

2. Scope

This policy applies to all permanent and fixed-term employees. Long-term contractors may be included at the discretion of the Managing Director. Short-term contractors are responsible for their own training.

3. Policy Statement

HUBFORT funds training that is relevant to the employee's current role, their agreed development path, or the company's business needs. Training is a shared investment: the company provides funding, time, and support; the employee commits to applying what they learn and staying with HUBFORT for a reasonable period after certification.

4. Mandatory Training

All employees must complete the following training on induction and refresh annually:

- Information security awareness
- Data protection and UK GDPR
- Anti-bribery and corruption
- Equality, diversity, and inclusion
- Health and safety
- Whistleblowing procedures

Role-specific mandatory training, for example secure coding for engineers or safeguarding for staff working with vulnerable clients, is assigned by the line manager.

5. Professional Certifications

HUBFORT sponsors industry certifications relevant to the employee's role. Examples include:

- Microsoft: AZ-104, AZ-500, SC-100, SC-200
- ISC2: CISSP, CCSP
- ISACA: CISM, CRISC, CISA
- Offensive Security: OSCP, OSEP
- EC-Council: CEH
- CompTIA: Security+, CySA+
- AWS: Security Specialty, Solutions Architect
- ITIL and PRINCE2 where relevant

Requests must be linked to a role requirement or a documented development objective and approved by the line manager and Managing Director.

6. Approval Process

- Courses under £500: line manager approval
- Courses £500 to £2,500: line manager and Managing Director approval
- Courses above £2,500 and multi-module programmes: board approval
- Degree-level qualifications (MSc, MBA): board approval, with a separate learning agreement

Requests should be submitted with a short justification covering the course, provider, cost, time commitment, and business benefit.

7. Time Allowances

- Mandatory training: completed during working hours at no cost to the employee
- Role-relevant certifications: up to five working days per year of paid study leave, agreed in advance
- Examinations: exam day is paid as normal working time
- Self-initiated learning beyond the role: unpaid, but flexible working arrangements may be agreed

8. Costs Covered

Where training is approved, HUBFORT covers:

- Course or bootcamp fees
- Official exam fees, including one resit if the first attempt fails through no fault of the employee
- Required textbooks and practice materials
- Reasonable travel and accommodation where the course is residential

Membership fees for one professional body relevant to the employee's role are reimbursed annually on request.

9. Clawback Agreement

Where training costs funded by HUBFORT exceed £1,500 in any 12-month period, the employee signs a training agreement with the following repayment terms if they resign or are dismissed for misconduct:

- Within 12 months of course completion: 100 per cent repayable
- Between 12 and 18 months: 50 per cent repayable
- Between 18 and 24 months: 25 per cent repayable
- After 24 months: no repayment

Repayment is not required in cases of redundancy, medical ill health retirement, or termination without cause.

10. Internal Knowledge Sharing

Employees who complete substantial training are expected to share what they learned with the wider team, for example through a lunch and learn session, written summary, or contribution to internal documentation. This is part of the return on the company's investment.

11. Unsuccessful Courses

Failing an exam does not automatically trigger clawback. A second attempt will normally be funded. Persistent failure or failure to attend without good reason may lead to the employee being asked to cover further attempts personally.

12. Records

A training record is maintained for each employee, capturing mandatory training completion, certifications held, expiry dates, and funded training received. This record forms part of the employee's personnel file and is reviewed annually.

13. Related Documents

- Learning and Development Framework
- Expenses Policy
- Employee Handbook
- Performance Management Policy

Approval

This policy has been reviewed and approved for release by the undersigned.

Approved By	Role	Date
Syed Ehsan	Managing Director	16 April 2026