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Employee Training Procedure

Pantonelli Kft. prepares individual training programmes for all of its employees. This document serves as a general overview of the company's training related activities.

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Document updated: 20 September, 2023

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1.0 PURPOSE

- The purpose of this procedure is identification of training needs, planning and executing training to promote personnel knowledge and skill

2.0 SCOPE

- 2.1 This procedure ensures that all company employees receive the appropriate training, knowledge and skills required to undertake all aspects of their duties.

3.0 RESPONSIBILITY

- 3.1 It is the responsibility of the company Director to identify training requirements of all staff and deliver and monitor the training that is conducted.

4.0 PROCEDURE

- 4.1 Training for all staff is segregated into to three distinct sections:
 - Formal (National) Licensed Fumigator Training
 - Induction Period Training (aka. Mentoring)
 - Regular Ongoing Training (Individual Training Programme)

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- 4.2 There are national requirements to get and maintain the Licensed Fumigator title in Hungary. To obtain a **fumigation license** (plastic card with a license number), one must attend a 2 year pest control training and pass a state level exam. After getting the license, it needs to be **renewed every 5 years** by collecting points on annual conferences and attending a 2 day refreshment training.
- 4.3 All new staff employed by the company are required to undertake a **formal induction (mentoring period)**. The length of induction period is determined by the managing director, but will include a review of the company procedures, a review of the requirements of the Gafta Standards and Gafta 132 Rules, familiarization of the fumigants and grains and the fumigation process. Once this period has been completed, the member of staff is then assigned to a member of staff to shadow and gain an understanding of the fumigation process. Once they have demonstrated a good awareness and understanding of the fumigation, they will be able to conduct simple tasks upon the direction of senior fumigators. Depending on the competency of the new trainee, this induction period shall last between 1-2 months.
- 4.4 Upon completion of the induction period, all staff are enrolled onto the company training plan and receive their **own annual training programme**.

- 4.5 All trainings are to be conducted annually, unless a company procedure is updated, or there are changes in legislation or technology. If this takes place, training will be conducted at the earliest possible convenience to ensure all staff are updated with changes in procedure, legislation or technology.
- 4.6 All trainings conducted are listed on the **annual training programme** document, prepared individually for each employee. This document shows a summary of the trainings conducted, when it was conducted and a summary of planned trainings.
- 4.7 The different trainings conducted each year will cover the following areas:
 - Types of Fumigants
 - Types of cargo and commodities fumigated
 - Methods of Application
 - Responsibilities of a Fumigator
 - Use of PPE
 - Health and Safety regulations
 - The Gafta Standards
 - The Gafta Code of Practice
 - Gafta 132 Fumigation Rules
 - Gafta Contracts and Terms and Conditions
 - First Aid

- Additional training as identified and determined by the Managing Director
- 4.8 Upon completion of the training events the Managing Director undertakes a **brief verbal evaluation** of the training with each employee to determine the success of the training event.
- 4.9 Each year, the last training related event is an **individual performance review**, where the director and the employees have a 1:1 meeting to discuss the experiences, successes and challenges of the recent year and define new objectives for the employee if / where necessary.

5.0 RECORD KEEPING

- 5.1 All training events are recorded for all staff on individual training programme
- 5.2 The training programme forms are to be signed and dated by both the Managing Director/Trainer and Employee(s).
- 5.3 All records are retained for each training session conducted and are held on individual staff personnel files.
- 5.4 All records are retained for 7 year.