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# Learning & Development Policy

The GPT Group (the "Group") is committed to providing its employees with opportunities to learn and develop to progress their careers, perform in their roles, and contribute to the Group's success.

## 1. Purpose

This policy sets out the GPT Group's commitment to continuous employee learning and development in the workplace.

## 2. Scope

This policy applies to all fixed term and permanent GPT employees and may be amended by GPT from time to time.

## 3. Policy Statement

Through our Learning & Development (L&D) programs we provide opportunities for our employees to maintain and develop capabilities, assisting them to achieve their career goals and ensure that GPT has a workforce that can be deployed to successfully deliver on the Group's business strategy.

GPT believes that a workforce that is supported by continuous learning is best equipped to:

- Meet the challenges of a highly dynamic work environment;
- Deliver high performance in a sustainable fashion; and
- Mitigate business continuity risks by having a pool of skilled internal candidates for promotion.

GPT recognises that L&D investments, like any other investment, must be managed effectively and as a result has a centrally managed budget held by the L&D team. As a result, GPT aims to allocate funding to support strategic outcomes and the development of the required organisational capability as well as supporting individual development.

The GPT Group encourages all permanent GPT employees to create a formal Development Plan. This process facilitates ongoing career discussions and support the identification of individual and organisational learning needs.

Once a development plan is created, regular development conversations occur between individuals and their managers with a dedicated conversation to occur at least twice during the performance year.

GPT believes in a partnership approach between the People Team and people managers for the delivery of learning. As a result, GPT's learning approach encourages development and growth based

on how individuals acquire skills and knowledge, internalise that knowledge and apply what they learn through the 70/20/10 approach:

- **70%** from experience - real life and on-the-job experiences, tasks and problem solving.
- **20%** from exposure - observing and working with role models, mentors and coaches, receiving feedback; and
- **10%** from structured learning – such as formal training and education.

To support this partnership, GPT is committed to providing access to education and training for people managers, equipping them to meet their obligations regarding development planning for their team members.

Learning is also offered in multiple delivery modes including in person, virtual, hybrid and via our online learning platform.

#### 4. Roles And Responsibilities

The Head of Business Partnering and Talent is responsible for establishing a framework to support regular review, communication and reinforcement of this policy.

Managers are responsible for:

- Supporting and encouraging employees to put in place and act on individual Development Plans;
- Identifying capability gaps in individuals and working with them and/or Learning & Development to implement solutions;
- Managing resources accordingly to allow individuals to undertake necessary development; and
- Ensuring that development outcomes are achieved and that there is an appropriate return on the development investment evident in on-the-job contribution and performance.

In addition to the responsibilities exercised by managers, employees are responsible for:

- Considering their own development needs and putting in place an individual Development Plan;
- Attending necessary training or undertaking any identified development opportunities;
- Managing their role to ensure business continuity during any absences for training; and
- Applying the development opportunities and learning undertaken in their role.

Performance relating to training and development activity form part of our annual reporting suite including the Annual Report, Sustainability Report and are also reported to the Human Resources & Remuneration, and Sustainability and Risk Committees.

#### 5. Document control

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|------------------------|---|
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**Organisation** People

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| 1.0            | Lucy Nowland          | Phil Taylor      | Initial policy                |                                       | 1 May 2013                      |
| 2.0            | Lucy Nowland          | Phil Taylor      | Updates to policy             |                                       | 15 January 2014                 |
| 3.0            | Lucy Nowland          | Jessica Tyson    | Updates to policy             |                                       | 9 January 2017                  |
| 4.0            | Lucy Nowland          | Davina Partridge | Updates to policy             |                                       | 14 January 2019                 |
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