



Annexure A

Bonding Agreements for Study Opportunities

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1. PURPOSE

This annexure forms part of Montego Pet Nutrition's Training and Development Policy and should be read in conjunction with it.

2. ELIGIBILITY CRITERIA

To qualify for a bonding agreement, the employee must meet the following requirements:

- The employee must have worked for the organisation for at least two years.
- The employee must have a satisfactory performance record and no pending disciplinary actions.
- The employee must have applied for and been accepted to a course that offers formal recognition after assessment, such as a certificate, diploma, or degree.
- The course must be relevant to the employee's current or future role and aligned with the organisation's strategic objectives.
- The course must not be required for business operational compliance, such as First Aid, Forklift Training, etc.
- The course must have a minimum cost of R 15 000, excluding VAT.

3. BONDING PERIOD

The employee will be required to work for the organisation for a minimum of one full year for every year or part thereof that they have studied, starting from the completion date of their studies. For example, if employees complete a two-year diploma course, they must work for the organisation for at least two years after graduating.

4. COST RECOVERY

The organisation will cover the full or partial cost of the course, depending on the availability of funds and the approval of the training committee. The employee will be liable for the following expenses:

- The cost of retaking any exams or subjects the employee fails or does not complete within the stipulated time frame.
- The full course cost if the employee fails to complete or pass the course.
- The full or partial cost of the course if the employee resigns or is dismissed from the organisation before completing the bonding period, as per the following formula:

Cost to be recovered = (Total cost of the course) x (Remaining months of the bonding period) / (Total months of the bonding period)

5. APPLICATION AND APPROVAL PROCESS

The employee must submit a written application for study to the Skills Development Facilitator, along with the following documents:

- A motivation letter explaining why the employee wants to pursue the course and how it will benefit the employee and the organisation.
- A copy of the acceptance letter from the institution offering the course.
- A copy of the course outline, duration, and fees.
- A copy of the employee's CV and motivational letter from their manager.

The Skills Development Facilitator will review the application and forward it to the training committee for approval. The training committee will consider the following factors when approving or rejecting the application:

- The relevance and quality of the course.
- The availability of funds and budget constraints.
- The employee's potential and suitability for the course.
- The employee's contribution and commitment to the organisation.

The employee will be notified of the outcome of the application within two weeks of submission. If the application is approved, the authorised representative of the organisation will prepare a binding agreement in terms of the Training Policy, and the employee will need to sign it to indicate their agreement and acceptance of the terms and conditions.

The binding agreement will be filed in the employee's personnel file along with their training records.

6. ENQUIRIES

Please contact the Human Resources Department for any questions or queries regarding this arrangement.