

Training and Career Development Position Statement

1. Our Commitment

At the Bank of Bahrain and Kuwait (herein referred to as "the Bank" or "BBK"), it believes its people are its number one asset and maintain the utmost competence, integrity, and professionalism. BBK heavily invests in its people, providing training and career development opportunities to equip employees with the skills they need to reach their full creative potential. This commitment to training, delegation, and reward systems foster entrepreneurship, decision-making, and ownership within BBK's people.

2. Purpose & Scope

This Position Statement aims to provide a roadmap for BBK's managers, across all levels, to take proper measures to achieve a highly motivated and productive work environment for the Bank's employees. All of BBK's employees are to have access to and be trained on the Bank's guidelines and policies to ensure proper implementation.

The Bank's Training and Career Development Position Statement is to apply to all of the Bank's employees and operations.

This Position Statement is supported by the Bank's senior management.

3. Fulfilling Our Commitment

BBK aspires to provide a highly supportive work environment that empowers the professional development of its people via the following:

- Enforcing an inclusive and non-discriminatory work environment that offers equal opportunity to everyone regardless of race, gender, disability, cultural background, age and etcetra.
- Supporting the development of women for leadership roles and to increase women participation at all management levels in line with the national vision of the Supreme Council of Women.
- Providing various training opportunities including:
 - On-the-job training.
 - Induction training and onboarding activities to allow new joiners to become acquainted with the Bank's working environment, the services it offers, the job requirements, and core banking principles.
 - In-house training programs and supervised 'on-the-job' experience that builds on the skills and knowledge of employees.
 - External training opportunities for employees through workshops, conferences, seminars, and training programs with national and international institutions.
 - Online training programs to build employee knowledge and competency.
 - Programs that lead to professional certifications that are tailored to the job requirements and certifications that are related to personal growth.
- Granting promotions and career development opportunities to diligent and competent employees annually.
- Conducting employee engagement and satisfaction surveys.
- Developing performance feedback and appraisal systems where annual meetings between the employers and the employee are held to evaluate performance and to propose

constructive feedback on an individual basis. These appraisal systems provide specified criteria, goals, and expectations on which the performance is to be measured.

- Providing social collaboration platforms that allow BBK employees, supervisors, and departments to share knowledge and experience and strengthen the employees' sense of identity within the Bank.
- Providing performance-based reward systems that recognize and commend the distinguished performance of the Bank's people.
- Supporting all employees who request additional opportunities to grow their capabilities and fulfill their potential.
- Approving a budget for each sector/area that allows employees who seek to develop their skills further to obtain approved professional certification funding within the budget.
- Guaranteeing long-term talent retention through the development of an encouraging and challenging work environment with a positive corporate culture, in addition to encouraging open communication and teamwork, as well as prioritizing BBK employees when filling vacancies.
- Establishing succession plans where employees with solid potential are recognized and trained to fill future vital roles and leadership positions at BBK. Succession plans shall allow the Bank to prepare for any contingencies related to employment proactively.
- Designing programs and providing channels that support and encourage employees' contribution through innovation and collaboration.
- Investing in developing high potential Bahraini talents through a structured Management Training and development program to meet the future needs of the Bank.