

# Training and Employee Development Policy

## Introduction

The most important asset of our company is our human capital. Investing in the training and development of our employees, managers and groups within the company contributes not only to them, but also to Check Point as a whole. By providing our employees and managers with learning and development activities, we enable the company to achieve its business targets, and the people to constantly grow professionally.

**Scope.** This Policy applies to all Check Point managers, full time and part time employees.

## Policy Objectives

Training and development of our employees has a strategic role in our company:

- **Attracting and retaining talents** – We believe that learning and developing contributes for attracting new talents as well as retaining our existing talents.
- **Developing our personnel's capabilities** – We believe that human capital requires ongoing investment in training and development in order to retain its value. Investing in developing our personnel brings us an impressive return.
- **Creating a value based culture** – We believe that training and development help us instill our culture and values.

**Improving our reputation as employer** – We believe that our reputation is also enhanced by the investment we make in our employees. Our ranking in the Forbes list of world's best employers for 2020 is therefore not surprising.

- **Motivating our employees to engage** – We believe that by providing our employees with opportunities to learn and develop new competencies within their career path, we encourage them to engage with our company as they are more satisfied and challenged at work.

## Opportunities

We believe in excellence. Our employees thrive on making a difference - with passion, intelligence, and the desire to secure our customers and protect them from cyber attacks which have become more challenging and dangerous than ever. From business to finance to marketing and engineering, our employees challenge themselves and each other to develop, enhance and promote award-winning solutions throughout the world in a culture of creativity and collaboration. We offer our employees the opportunities to grow and develop within our company:

**Individual Development.** Individual Development is concentrated around three school systems:

- Extending the individual's knowledge by taking courses, attaining professional certificates and tools required for the employee to perform role related tasks; this is the core of our learning model.
- Using the individual's knowledge for performing tasks and achieving the desired results.
- Leveraging knowledge and skill to drive forward and increase productivity and quality of products. Excellence has a ripple effect and improves not only the employee's productivity but also the employee's surrounding.

**Departmental Training.** We use departmental trainings, where we identify knowledge/proficiency gaps or in cases we seek for the development and improvement of specific groups of employees, as defined by senior management. The aim is to provide the tools to improve the employees' performance and achieve company target.

**Upskilling and Reskilling.** We enable our employees to prepare for various changes and developments that may occur in the course of their employment (for example, changes in the job description and required skills, process changes), with a wide range of training practices, such as:

- Offer employees to join new hire/entry level courses as part of a career change;
- Send employees to professional conferences and/or external courses as part of career development;
- Hold courses for potential leaders to upskill top talent;
- Offer an online library on UniverCP, which is open for all, that allows employees to access any content and expand their knowledge in different subjects;

## Activities and Programs

Our employees are encouraged to take part in different opportunities for training and developing, such as:

- **New Hire Programs** – Our newly hired employees take part in employee orientation programs, ranging from orientation days all the way to comprehensive entry level programs lasting for multiple weeks
- **Special Trainings Programs** – We offer special internship programs, such as R&D internships for engineering and high school students.
- **Educational Programs** – We encourage our employees to attend professional courses, seminars and conferences related relevant to their role of interest, in the areas of soft skills, technical content, leadership development and more.
- **Self-Paced Training** – We offer employees a variety of online, self-paced, training content around a variety of topics (technical skills, soft skills, Check Point solutions, tools & processes, managerial best practices, etc.), all accessible via "UniverCP", our Learning Management System (LMS)

## Procedure

1. Any employee or manager who identifies a training need is encouraged to visit the Company's learning platform where content is available for consumption 24/7 or simply contact the Learning and Training team. Employees and managers are also welcome to browse for self-paced content on our LMS and are also invited to use the LMS to register to instructor-led courses that are being refreshed and offered on a quarterly basis.

2. The Learning & Training team is responsible for understanding the need, designing the suitable training solution and obtaining all required approvals for the training and development programs.
3. The Learning & Training team is responsible for executing all internal training and development programs, and registering for external training and development programs.

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