

# SLOW

*Regenerative Cocoa & Coffee*

## Training and Competency Matrix

### Document Information

Document Code	MGT-06
Document Title	Training and Competency Matrix
Document Type	Management System Document (Tier 2)
Tier	Tier 2 — Management System
Version	1.0
Status	Approved
Effective Date	2026
Next Review Date	Annual (matrix); curriculum every 2 years (next 2028)
Owner	Implementation Manager
Approver	Chief Impact Officer (CIO)
Geographic Scope	All Slow employees, field staff, and relevant third parties (farmer coordinators, suppliers)
Standards Alignment	SMETA, SA8000, EcoVadis, ISO 45001 (for OH&S training elements)

### Document Distribution List

No.	Position / Role	Copy Number / Access
1	Chief Impact Officer	Digital access via document control system
2	Implementation Manager (owner)	Digital access via document control system
3	Social Lead	Digital access via document control system

No.	Position / Role	Copy Number / Access
4	Head of Nature	Digital access via document control system
5	HR Manager	Digital access via document control system
6	Global Certifications and Compliance Manager	Digital access via document control system
7	Country Implementation Leads	Digital access via document control system
8	All staff (summary)	Digital access via document control system

## Revision History

Version	Date	Author	Description of Changes
1.0	2026	Implementation Manager	Initial release. New document consolidating training requirements previously scattered across policies (anti-harassment, OH&S, child labour, diversity, etc.). Introduces a single training matrix keyed to roles and a standard annual refresh cadence.

## Related Documents

Code	Document Title	Relationship
All POL and SOP documents	Policies and procedures	Each generates training requirements captured here
Training Log	Record of training completion (kept by Implementation Manager)	Evidence record
MGT-07	Document Control SOP	Training is triggered by new or revised documents

## 1. Purpose

This Matrix defines the training required for each role in Slow's organisation and for third parties with operational exposure to impact topics (farmer coordinators, supplier representatives). It

ensures that every person with a responsibility under a Slow policy or SOP has been trained to perform that responsibility.

## 2. Scope

Applies to all Slow employees, interns, contractors with ongoing engagement, Country Implementation Leads, field staff, farmer coordinators, and supplier representatives with DD obligations.

## 3. Training Requirements by Role

The matrix shows which training each role must complete. "All staff" refers to any person with a Slow employment or contractor relationship. Role-specific training is cumulative (e.g. a Country Lead completes all-staff, role-specific, and country-lead training). Legend: Induction = completed at onboarding; Annual = required once per calendar year; Full = complete curriculum for that module; Basic = awareness level only; Summary = high-level overview; Code acceptance = sign-off on Supplier Code; Not applicable = training not required for this role.

Curriculum ownership follows policy ownership. The Grievance and Whistleblower curriculum is owned by the HR Manager (who owns GOV-POL-05 and GOV-SOP-01). The Human Rights, Child Labour, FPIC, Community Engagement, Gender Equity and SGBV, and Smallholder Farmer Engagement curricula are owned by the Social Lead. The Living Wage Methodology curriculum is owned by the Social Lead; the Fair Compensation Application curriculum is owned by the HR Manager. Other curricula are owned by the topic owner of the underlying policy. The curriculum owner is responsible for developing training materials and ensuring they are current. Delivery is the responsibility of the curriculum owner for specialist content, and the Implementation Manager for cross-cutting induction and annual refresh programmes.

Training Module	All Staff	Impact Team	Country Leads	Field Staff	Suppliers
Impact Framework induction	Yes (onboarding)	Yes	Yes	Yes	Summary
Business Ethics & Anti-Bribery (GOV-POL-01, 02)	Annual	Annual	Annual	Annual	Code acceptance
Grievance & Whistleblower (GOV-POL-05)	Annual	Annual + procedure	Annual	Annual	Summary
Anti-Harassment & Equality (HR-POL-01)	Annual	Annual	Annual	Annual	—
Data Protection (GOV-POL-04)	Annual	Annual	Annual	Basic	—
OH&S Induction (OHS-POL-01, OHS-MAN-01)	On hire	On hire	Annual + drill	Annual + drill	—

Training Module	All Staff	Impact Team	Country Leads	Field Staff	Suppliers
Human Rights & Child Labour (SOC-POL-01, SOC-SOP-02)	Basic annually	Full annually	Full annually	Full annually	Code acceptance
FPIC & Community Engagement (SOC-POL-02, SOC-SOP-03, 04)	—	Yes (topic-relevant)	Full	Full (where applicable)	—
EUDR DD & Geolocation (ENV-SOP-04)	—	GIS Specialist, Head of Nature, Impl. Mgr	Full	Full	Relevant suppliers
Supplier DD & Audit (SUP-SOP-01)	—	Impl. Mgr + team	Full	Basic	Supplier Code
Agrochemical Safety & IPM (ENV-SOP-03)	—	Head of Nature	Full	Full (farm-facing)	Annual for relevant suppliers
Emergency Response & Fire (OHS-SOP-02)	Annual drill	Annual drill	Annual drill lead	Annual drill	—
Incident Reporting (OHS-SOP-01)	Awareness	Awareness	Full	Full	—
Living Wage Methodology (owned by Social Lead) and Fair Compensation Application (HR-SOP-01, owned by HR Manager)	—	Social Lead + HR Mgr	Full	—	—
Gender Equity & SGBV (SOC-POL-03, SOC-SOP-06)	Basic annually	Full annually	Full annually	Full annually	Code acceptance

## 4. Delivery Methods

- Induction training: completed within 30 days of start date. Delivery may be face-to-face, live video, or recorded e-learning. Records kept by Implementation Manager.
- Annual refreshers: delivered at least once per calendar year, at a cadence set by the Implementation Manager. Delivery may be recorded e-learning or live sessions.
- Farmer and supplier training: delivered in the local language by the Country Implementation Lead or Implementation Manager.

- Drills (OH&S, emergency response): conducted in-person at each country site at least annually.
- Training materials: owned by the document owner of the relevant policy/SOP; reviewed every 2 years or at document revision.

## 5. Records

All training completion is logged in the Training Log (held by Implementation Manager in the document register). Records include: name, role, country, module, delivery method, date, and trainer. Records are retained for 5 years per MGT-07.

Aggregate training completion rates are a KPI reported annually per MGT-05 (target  $\geq 95\%$  by role).

## 6. Compliance

Failure to complete required training within the specified timeframe is flagged to the line manager and CIO. Completion is a pre-requisite for the annual performance review sign-off.

## 7. Review and Revision

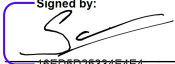
The Matrix itself is reviewed annually (Q4) by the Implementation Manager and CIO. The underlying curriculum is reviewed every 2 years, or whenever a parent policy or SOP is revised.

## Approval

### Prepared By

Role	Name	Signature & Date
Prepared by: Implementation Manager	Dinh Dai Nguyen	Signed by:  _____ 71807CB9E6ED4EE... Date: <u>5/30/2026</u>

### Approved By

Role	Name	Signature & Date
Approved by: Chief Impact Officer	Sabrina Mustopo	Signed by:  _____ 10ED9D23334E4E4... Date: <u>5/31/2026</u>

**Effective Date:** 2026