



## TRAINING AND DEVELOPMENT POLICY

The Company is committed to delivering quality services through its employees and will endeavour to ensure that they receive up-to-date, relevant and effective training and development in pursuit of the highest levels of competence and quality at all times. We recognise the importance of their continuous development in:

- helping you to improve and develop performance in your present role,
- preparing you for future roles and career development,
- enabling you to adapt to meet the changing requirements of the industry,
- maintaining and enhancing the quality of service in all areas.

Under this Policy The Company will:

- regularly and actively take steps, via appraisal and other
  - appropriate means identify training and development needs for
  - its employees
- within available resources, provide/assist employees with opportunities to participate in further training and development
- evaluate the benefits and effectiveness of investments in training and development activities

The Company will expect staff to:

- Co-operate and participate in identifying their training needs
- attend and fully participate in any activity which has been agreed as
- relevant to their development
- actively put into practice the new skills and knowledge gained through
- training and development activity and participate in any related evaluative measures

The main opportunity to discuss training and development needs will be during annual appraisal and associated follow-up meetings. However, any development and training issues can be raised at any time during the year by any employee.

### Our Commitment to Standards

There are certain roles, responsibilities and skills that The Company considers mandatory for employees to be involved in - these areas are.

At the commencement of employment all employees will be fully inducted in their role which will include the Company's Health & Safety, Quality, Environmental, Equality and Diversity, Corporate Social Responsibility and Anti-Bribery Policies.

Under our on ongoing training programme :

- A culture of CPD training is recognised and our Management Team will continue to further their knowledge
- Managers are required to achieve and retain the SMSTS qualification
- Foremen are required to achieve and retain the SSSTS qualification
- All operatives are to achieve CSCS qualification
- CPCS (plant) qualified as required for their trade
- CISRS (scaffold) qualified as required for their trade
- Selected operatives to be First Aid Trained
- All operatives to undertake ongoing Health & Safety Training as required by the Company
- All operatives to take part in on site Tool Box Talks as required by the company
- All operatives to be CRB checked
- Any specific training required by the operative/employee which will also benefit the company will be discussed and arranged if practical
- All Apprentices will be encouraged and supported to complete their training throughout their apprenticeship

Signed:



Dated: 4<sup>th</sup> October 2022

Name: Gary Clarkson  
Position: Managing Director

This document will only be revised should any amendments/updates be made