

## Training and Development Policy

The company recognises that its most important resource is its employees. We are committed to the training and development of our workforce to enable all employees to reach their full potential.. We recognise the relationship between training and productivity and a dedicated budget is agreed each year for training purposes. We believe that by increasing the skills and knowledge of our staff will produce confident, highly qualified people working as an effective and efficient team

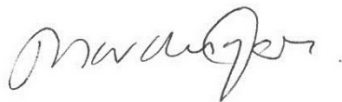
The individual and company training needs will be identified by:

- A training needs analysis carried out by directors and senior staff.
- An annual performance appraisal.
- Requests from employees.

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary. A skills matrix is kept and priority is given to renewal of statutory training e.g. gas, oil and electrical

Internal training is provided in a dedicated training room bringing in when necessary external trainers. Internal training and external courses are funded by the company in line with company needs.

As part of the company's continuing commitment to training and development employees are asked to provide feedback on the value and effectiveness of the training they undertake. This information is used to assess and improve the training process in line with our Investors in People accreditation.

Date of Issue: 01/03/2019	Signed: 
Date of Next Review: 01/03/2020	Print Name: Joanne Hardingham (Director)