

TRAINING AND DEVELOPMENT POLICY

It is the policy of the company to :-

- Make such provision for training and development of all its employees to ensure that current personnel are fully trained and instructed to achieve optimum performance and job satisfaction from their current position and to meet all the requirements of Health and Safety Legislation.
- Provide further training to equip employees who demonstrate potential for future development for promotion to the next suitable position.
- Provide technical and specialist training to ensure the Company remains at the forefront of product development and technological innovation.
- Give current employees the opportunity to undertake re-training in any skills required to carry out other tasks at their particular grade or new tasks introduced to the workplace by new technology.

The executive directors have accepted full responsibility for ensuring the implementation of this policy at all levels within the organisation and for implementing and maintaining such systems as are necessary to ensure its effectiveness in particular:-

- The provision of a systematic procedure for assessment of training needs and for the approval and planning of such training,
- The appraisal of training schemes and training received.
- Training and instruction necessary to ensure compliance with the Company's Health and Safety Policy.
- Ensuring equal opportunity for all personnel regardless of sex, sexual orientation, race, ethnic origin or marital status to undertake training and development.
- Appropriate measures to ensure the upgrading and updating of this policy as necessary in the light of future technological developments.



A. P. Rees
Group Managing Director

Dated: 31st January 2019

~~Next Review: 31st January 2020~~