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## **TRAINING AND DEVELOPMENT POLICY STATEMENT**

DCT Civil Engineering Ltd is committed to providing the highest level of service to its customers. The provision of a high quality service is dependent upon the skills, expertise and motivation of its workforce. The training and development of its employees, is therefore an essential component of the company's organisational activity. Training and development is seen as an investment in the future success of the organisation and essential for the delivery of a quality service.

### **1. Training and Development**

The purpose of training and development is to maximise the skills, knowledge and attitudes of employees so that they are able to make a positive contribution to the achievement of the company's objectives.

In order for the organisation to grow and develop, it depends on having a team of highly committed, well informed and appropriately trained people.

This policy should be read in conjunction with the Human Resources Manual.

### **2. Objectives**

- (a) To maintain a fully skilled and efficient workforce, that is able to respond flexibly to meet current and future business objectives;
- (b) To ensure that all employees have the necessary skills and knowledge to perform their job effectively;
- (c) To enable employees to acquire new skills and knowledge to increase job satisfaction and assist career development;
- (d) To ensure that employees understand the company's objectives, policies and procedures.

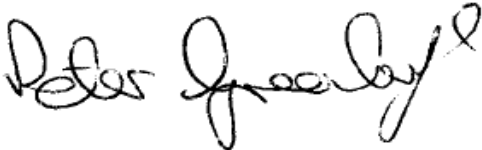
### **3. The Principal Aspects of the Policy**

- (a) All new employees will receive induction training. This will enable the newcomer to adjust to their new environment;
- (b) All employees will participate in the company's Performance Development Review Scheme by identifying personal training and development needs, agreeing a personal training and development action plan and by undertaking appropriate training and development;
- (c) The company aims to provide a professional and consistent level of service to its customers and will provide relevant training and development opportunities to support staff in achieving this aim. Employees will make themselves available for this training;
- (d) Management training and development is an essential part of the company's training programme. Therefore each manager will make a commitment to make him/herself available to undertake appropriate developmental opportunities;

- (e) All employees have a duty to keep up-to-date with specialist and technical developments in their own field of work. These needs will be met by approval through application to training;
- (f) Health and Safety is of paramount importance, therefore all employees must make themselves available for appropriate training in this area which will be provided at regular intervals;
- (g) Training and development objectives will be linked to external standards and employees will be encouraged to obtain nationally recognised qualifications appropriate to their work.

**4. Resources**

- (a) Priority areas of training will be indicated in both the Annual and Medium Term Training Plans;
- (b) The company is committed to allocating at least 1.25% of its staffing budget to training and development activities.

A handwritten signature in black ink that reads 'Peter Greenhalgh'.

**Peter Greenhalgh**  
**Managing Director**