

TRAINING POLICY STATEMENT

Haines Construction (Southern) Ltd recognizes the role our employees have in achieving business goals and we place a great deal of emphasis on having a skilled work force. We are committed to ensuring that all of our employees have access to development and training opportunities in order to enable them to enhance their knowledge and skill set, ensuring that they are able to work in a safe and efficient manner.

This policy applies to all employees irrespective of whether they are site based or office based. This policy will reinforce to our commitment to equality of opportunity as set out in the relevant Equal Opportunities Policy.

Our training objectives are to:

- Ensure compliance with all relevant Health, Safety and Environmental Legislation
- Ensure the training supplied is in accordance with the requirements of the company Health, Safety and Environmental Policies
- Create a highly skilled workforce with greater confidence in their abilities
- Encourage employees to develop their skills and talents
- Create a sense of achievement amongst our employees, increasing morale and motivation.

To achieve these objectives we undertake to:

- Assess an individual's training needs on an annual basis
- Ensure that training undertaken is recorded using the Company's Skill Matrix and in the individual's personnel file.
- Ensure that training is provided by competent trainers.
- Ensure that training is relevant to the individual's needs (i.e. NVQ , CITB, CSCS)
- Ensure that training is current and up to date.
- Identify the need for training as a result of the introduction new Regulations or Legislation.
- Ensure that training is provided as part of a Safe System of Work whenever a new or changed process, item of plant or a system of work is introduced

This Policy will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of the training can be demonstrated.

Signed on behalf of **Haines Construction (Southern) Limited**.



Kevan Haines

Managing Director

Date: 31/01/2017