



TRAINING & DEVELOPMENT POLICY STATEMENT

We, the Directors of SDC Builders Limited fully support the training and development of our employees and have based this commitment on the following principals and concepts:

- It is our belief that all our employees have the potential to grow, both in their work role and personally, and we will endeavour to provide opportunities for this growth. Therefore the Company considers it appropriate to base such training and development opportunities on the requirements of the business, and decisions regarding investment in personnel training and development will be made accordingly;
- The continuous improvement of the Company's performance requires the continuous development of all employees and our supply chain;
- The responsibility for training and development will be shared between individual employees, line managers and mentors, the Human Resources department and the Board of Directors. Line managers have a key role to play in people development to ensure their employees receive the training and development they need; this will usually be determined through the performance review process, individual development plans or by individual requests by employees;
- Decisions relating to training and development will be made fairly and consistently, and equality of opportunity will be provided for all employees in this area;
- Professional study support will provide opportunities for individuals to obtain or enhance their existing job related qualifications. Guidance and advice regarding professional qualifications is arranged by the Human Resources department in conjunction with the line manager;
- All mandatory training provided by the Company will be at no cost to the employee. External courses and professional qualifications may be fully or partly funded by the Company depending on the nature of the training.

The company provides a range of training and development opportunities to employees. These fall into the following broad categories:

- **Induction training** provides basic knowledge about the Company.
- **Initial and continuous job training and development** is designed to provide new and existing staff, operatives and managers with skills and knowledge to fulfil their principal roles and responsibilities and to continually improve their job performance.
- **Vocational and trade training & development** is intended to ensure that individuals have the opportunity to achieve recognised competence based qualifications at a level commensurate with their responsibilities and career aspirations.
- **Management trainee programmes** aim to support trainees on formal part time further education including NVQ's, Higher National Certificates and Degree courses. The programmes are designed to expose candidates to the various disciplines of the company at differing depths dependent on the individual's ultimate career objective.
- **Safety, Health and Environmental training** in accordance with the company training matrix, which clearly identifies training required relative to each role, ensuring compliance with current legislation.

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 and development they undertake. This information will be used to assess and improve the training process.



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Signed
F Shiner – Managing Director

Signed
A Knaggs – Director

Signed
M Lowndes – Director

Signed
C Millar – Director

Signed
G L Wykes – Director

Date: **August 2015**

Next Review Date: **August 2016**