

**GENERAL**

The Company's employees play a crucial role in ensuring business success. Wherever possible, all necessary steps will be taken to ensure that employees are provided with the training they require to perform their duties safely, effectively & within their capability, at all stages of employment.

Training provided by the Company falls into four broad categories: induction, on the job, in-house and external.

**INDUCTION**

The main purpose of the induction process is to enable a new employee to become productive as quickly and effectively as possible. Induction may be tailored to the individual employee or function.

Whenever a new employee joins the Company, it is their line manager's duty to ensure that he or she is given a proper introduction to the workplace, colleagues, welfare facilities, duties, health and safety and other procedures. The HSQE Representative or competent manager will provide induction training.

Within the probationary period the line manager will assess the new employee's training requirements and arrange for that training to be provided.

The employee's needs will be generally met by a combination of on the job and related in house training, however it may be necessary to arrange additional external training.

**ON THE JOB TRAINING**

New skills may be gained by on the job training/mentoring by trained and/or more experienced colleagues. Employees will undergo this kind of training from time to time throughout their employment with the Company.

**IN HOUSE TRAINING**

The Company may utilise in house trainers or bring in external trainers into the workplace to provide training courses. This form of training will often be triggered by the introduction of new equipment and working methods, and will be arranged when on the job training cannot be supplied.

**EXTERNAL TRAINING**

External training may be provided in a variety of forms ranging from short courses of a few hours duration, through to lengthy courses leading to the award of qualifications.

The Company will arrange for employees to undertake external training where this cannot be provided in house.

**COST REIMBURSEMENT**

Employees who undertake external training courses with significant cost implications will be required, before commencing the course, to sign a Training Agreement Form (DTQ/SQS/FHR/0022) undertaking to repay a proportion of the costs of the course if they leave the Company's employment within 12 months of the end of the course.

This requirement to repay the Company will be reduced by 1/12th of the course costs for each complete month that the employee remains employed by the Company after the end of the course.



Bob Jacobs  
Managing Director