

## **TRAINING AND DEVELOPMENT POLICY**

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Westridge Construction Ltd recognises that our employees are our most valuable asset.

We are focused on development and are committed to providing our staff with continuous training. The benefit to both the employee and the company is immense with increased motivation, job satisfaction and loyalty.

WCL was awarded an Investors in People accreditation in 2000 and were re-awarded in 2003, 2006, 2009, 2012 and 2015. The majority of training is in Health and Safety, however, professional skills and vocational training are also available and actively encouraged.

Our comprehensive programme of training is available to all our employees. Training can be requested at any time, however, regular and consistent communication between the HR Training Manager and relevant Managers and Directors ensures training remains a priority. All employees are provided with training that is not only essential to their role, but to their progression within the company.

Development Reviews are carried out annually, they form part of our strategy to achieve our Company objectives and involve a great deal of two-way communication between management and staff.

Employees are encouraged to discuss ideas and suggestions for improvement at any time, but Development Reviews are an ideal opportunity to discuss more specific issues in a structured way, and to set down future requirements in writing. This allows progress to be monitored more effectively.

### **Our Aims:**

- To ensure that employees have the appropriate technical skills and knowledge required for their role
- To provide Health and Safety training and ensure we are compliant with Health & Safety and Environmental Legislation
- To ensure that suitable financial resources are made available for training courses
- To review the company training plan regularly, paying particular attention to expiration dates
- To monitor and evaluate training for individual development and progression



Signed:.....Martin Buckthorpe  
Managing Director

Date: October 2018