



## Training & Staff Development Policy

C C Contracting Ltd recognises that its most important resource is its employees. It will ensure that all categories of employees are familiar with training opportunities that exist within the Company not only to comply with minimum statutory requirements, but also to ensure a safe and healthy working environment for all those concerned. It is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the organisation to achieve its aims and objectives by providing a well trained working team, achieving the highest standards, supported by the Company.

By increasing the skills and knowledge of its staff the organisation will produce confident, highly qualified staff working as an effective and efficient team.

The individual training and development proposals will be identified through:

- An annual performance appraisal
- Requests from employees
- Management

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment. Health and safety training will be assessed and monitored regularly.

All internal training provided by C C Contracting Ltd will be at no cost to the employee. Detailed records of training will be maintained and this information will be used to assess and improve the training process.

Employees are responsible for their own development and as such may inform the organization of their development needs and take part in prescribed development activities.

As part of C C Contracting'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.

Signed:

Position: Managing Director

Date: 12<sup>th</sup> December 2008