

# Training & Development Policy Statement

## 1. POLICY STATEMENT

Olivet Group (incorporating Oliveti Construction Ltd and Oliveti Cubicles Ltd) recognises the value of training and development in today's modern competitive environment whereby direct or temporary employees and sub-contract labour need necessary skills to advance their knowledge which will benefit both them and the Company. Continual training and development is an integral part of the Company's overall aims and objectives.

The Company will target training and development to meet the needs of all permanent and/or temporary employees and any directly employed sub-contractors to ensure their personal development in order to achieve increased performance in key aspects of the business such as Health & Safety, Quality, Environment and Customer Satisfaction.

The Company will not employ or appoint an individual to work on a Construction Site unless that individual has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to them in a manner that secures the **health, safety and welfare** of any individual working on/ and or in proximity to the Construction Site in accordance with the Construction (Design & Management) Regulations, Regulation 15(7).

This Training and Development Policy is formulated through consultation and will be periodically reviewed to ensure its continuing suitability.

This Policy applies to all—permanent, temporary employees and directly employed sub-contractors without discriminating against status or their protected characteristics.

## 2. RESPONSIBILITY

Top Management have the overall responsibility for the implementation and continual improvement of this Training and Development Policy;

- 2.1 Top Management must identify employee training and development needs.
- 2.2 Top Management must ensure the availability of resources to meet training and development needs.
- 2.3 Top Management must be proactive and adopt a proactive forward looking view in order to meet training and development needs and future business demands.
- 2.4 Top Management must be promote training and development and support an ethos of Continuous Professional Development (CPD) within the Company.
- 2.5 Top Management, Health & Safety Manager and the Human Resources Advisor should all regularly collaborate to build a Continuous Professional Development culture.
- 2.6 The Health & Safety Manager and the Human Resources Advisor have responsibility to facilitate any training and development activities and processes.
- 2.7 All persons working on behalf of the Company are encouraged to advise the Company if they require additional training that is;
  - a) Necessary for the performance of their role;
  - b) Requires the use of specialist equipment, tools or new technologies;
  - c) Increases efficiencies;
  - d) Required specifically by (a) clients for the purpose of fulfilling the contract terms.

### 3. ASSESSING TRAINING NEEDS

Both employees and their Managers are responsible for continuous learning and development. Individual, should show willingness to improve by asking their Managers for direction, support and advice. Managers should do the same with their own superiors, while encouraging and mentoring their subordinates.

Top Management must ensure that the Company fulfils its training and development needs by determining what levels of training are necessary for persons working on behalf of the Company in order that the Company continues to improve its operational performance on all levels by;

- 3.1 Promoting training programs and employee development plans;
- 3.2 Assisting with learning and development activities and strategies for all persons working on behalf of the Company;
- 3.3 All training should consider what employees need and how they can learn best.
- 3.4 Maintaining budgets, training schedules and training records;
- 3.5 Calculate learning and development KPIs whenever possible and decide on improvements.

### 4. CATEGORIES OF TRAINING

- 4.1 Off the job training and the development of the Company's own in-house training courses.
- 4.2 External training offered by training organisations, including e-Learning
- 4.3 On the job instruction by Company employees e.g. Toolbox Talks.
- 4.4 Part time external training.
- 4.5 External seminars or workshops.
- 4.6 Conference or Trade Events.
- 4.7 Coaching and Mentoring.

Any employee training that the Company mandates e.g. due to an employee's performance, changes in their job description or promotion.

All training and development either completed or planned will be held via the Company electronic training matrix, (held on the Company's IT system) which will be reviewed and up-dated at regular intervals.

### 5. POLICY REVIEW

**Oliveti Group will regularly review this Policy Statement to determine its effectiveness in order to ensure it remains appropriate to the nature and scale of the organisations risks. The Policy Statement will be amended when changes to legislation or operational procedures require. Amendments will be issued to all Oliveti Group employees, subcontractors and any other individuals working on behalf of Oliveti Group where necessary.**

Signed:

**G Oliveti, Managing Director  
January 2022**