

## TRAINING AND DEVELOPMENT POLICY

The Company is committed to the development of employees through structured training and learning processes, which incorporates professional, CSCS, Performance Appraisals, Statutory Training and Skills Development together with Best Practice within the Civil Engineering and Construction Industry.

The Human Resources Director together with the Regional Directors have been assigned responsibility for ensuring the implementation of the Training and Development Policy and Process ([HR\\_PR\\_006](#)) and for implementing and maintaining such systems as are necessary to ensure its effectiveness and development, in particular:

- The provision of a systematic procedure for assessment of training needs and for the approval and planning of such training;
- Monitoring, updating and evaluating the effectiveness of Company training schemes;
- To provide further training to equip employees who demonstrate potential for future development for promotion to the next suitable position;
- To give current employees the opportunity to undertake re-training or cross training in any skill required to carry out other tasks at their particular grade or new tasks introduced to the work place by new technology;
- Training and instruction necessary to ensure compliance with the Company's Health & Safety and Environmental Policies;
- Ensuring Equal Opportunity for all personnel regardless of age, sex, race, colour or marital status to undertake training and development.

Where an employee is selected or accepted for training and development, he or she will suffer no loss of earnings as a direct result of participation in such training, be that on or off the job training, provided that the training undertaken and associated costs have the prior approval of the Regional Director/Head of Department with delegated responsibility for the implementation of this policy.



Nick Down  
*Group Managing Director*  
**Dawnus Group Ltd**  
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