

# Training & Development Policy

The Company achieved Investor in People certification in August 1999 and has been assessed as meeting the latest IiP Standard.

The overall policy of our Company is to expand its construction activities throughout the Midlands and East Midlands and surrounding areas and the importance and benefit of appropriate training for all levels of staff forms an essential part of this Policy. Training opportunities are made available to all categories of employees and this policy is transmitted to employees by Managers.

The person responsible for training discusses the essential features of the plan for recruitment and training, with Directors and Senior Managers. Details are confirmed prior to final submission to the Managing Director for approval and agreed action plan is then produced. An adequate budget will be made available to meet the training requirements.

The Company fully supports short course training in appropriate topics including new legislation, or the specific needs of a department of the Company. Health, Safety and Environmental training continue to be high priority topics.

The Company pays for training course fees and examination fees can be claimed on successful completion. Some assistance to travel costs may be given.

The intake of craft trainees will be exclusively through the C.I.T.B. training scheme.

All employees will either have or be working towards the appropriate level NVQ.

The Company is a member of:

- The Birmingham Health, Safety and Environment Association
- The Construction Industry Training Board
- The British Safety Council
- The Birmingham Construction Training Group
- The Midland Civil Engineering Training Group
- The Mercian Training Group

The Company is an Equal Opportunities employer and welcomes applications from all suitably qualified people.

Approved by Nick Coley, Managing Director  
April 2009

