

**TRAINING AND DEVELOPMENT POLICY**

Sheet Piling (UK) Ltd recognises its responsibility in identifying and accommodating the training and development needs arising from within its organisation. We ensure that a variety of training is made available to our employees for them to develop both in their role within the company and as individuals.

**Procedures**

- All new employees receive the appropriate induction training whereby they gain an understanding of our company's operations and functions, policies and procedures, fire/emergency arrangements etc.
- Initial training will be provided for new employees to enable them to adequately perform the job for which they have been engaged. On the job training will be supervised by a suitably qualified person.
- Staff training/development plans are put in place and regularly reviewed through staff performance and appraisals. Our employees are all actively involved in the appraisal process and are encouraged to engage and provide honest feedback in order that staff reviews are fair and balanced.
- The company undertakes regular committee meetings for employees to discuss progress, improvements and any health and safety issues.

**Employee Duties**

- Employees are expected to cooperate with us fully regarding attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if this is not possible, that we will be notified well in advance.
- Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter.

**Legal Obligation**

- Providing adequate training to our staff is a requirement of the Health and Safety at Work Act 1974. It is also required by other more specific legislation which relates to the use of machinery, handling activities, hazardous substances, the wearing of personal protective equipment etc. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without jeopardising either their health and safety, or that of their colleagues and visitors.

Signed: 

**Andrew J. Foy – Director Responsible for Health, Safety & Environment**

**Date: 1<sup>st</sup> January 2024**

**Review Date: 01/01/2025**