

Administration	
Document Title  Training Policy	
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## Training Policy

### Statement of Intent

Almerico Ltd is committed to the continuing development of all members of staff and wishes to emphasise the importance it places on health, safety and environmental training at all levels throughout the company.

The Directors will ensure that adequate resources are provided to ensure the following training objectives are met:

To minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace

Ensure compliance with all relevant Health, Safety and Environmental legislation.

Provide training to enable the workforce to maximise their effort for the provision of a first class service to our client.

Ensure training is sufficient to meet the requirements of our Health, Safety and Environmental Policies.

Improving the efficiency of the workforce through greater confidence in their abilities and new skills.

To create a sense of achievement and increase staff morale and motivation.

All of the above objectives will culminate to provide the prime objective, which is to maintain the highest possible standard of health, safety and environmental awareness, thus ensuring the well-being of staff, contractors, site visitors and members of the public.

All employees will undergo training consistent with their duties and responsibilities including induction training, which will be undertaken on the first day of their employment

All employees will be provided with such information and training as it is necessary to achieve the stated objectives.

Almerico Limited will clearly demonstrate support to the Training Policy by ensuring:

Training is a live agenda item at management meetings and subsequent briefings to employees.

Staff training and development are built into performance objectives

That they seek out members of their staff who require training and ensure that they participate in organised training courses and not allowing other work priorities to interfere with training

This Policy will be formally reviewed on an annual basis.

Paul Pearson  
Managing Director  
10 January 2014

A handwritten signature in cursive script, appearing to read "P Pearson".

Guy Neilson  
Managing Director  
10 January 2014

A handwritten signature in cursive script, appearing to read "G Neilson".