

Training Policy

Provision of Training:

It is essential that we have a **trained** and **skilled** workforce; it is inconceivable that we can achieve Customer Satisfaction without it.

We make every effort to ensure that you will receive training as the need arises to ensure our business continuity in the following areas:

- New Technology
- New Suppliers Products
- New / amended Standards
- Health and Safety at work

Your responsibilities:

Whilst we can “take the horse to water we cannot make it drink”, we **NEED** you to want to understand the changes and challenges facing our business and respond to them in an eager and responsive manner.

You **MUST** tell us areas where you feel uncomfortable and compromised; often it may hurt your pride to admitting that you are unable to perform a particular task. We always treat your requests with confidence and respect and can normally find ways to impart the skills you will need.

Remember if we don't know we can't help.

Signed:

A handwritten signature in blue ink, appearing to be 'R. Parkes', written over a light blue horizontal line.

Richard Parkes, Managing Director

Date: 24th May 2013