

COMPETENCY MANAGEMENT POLICY

Business Scope

Provision of Civil, Electrical and Mechanical Services to the Commercial, Industrial and Public Sectors, within the UK. These services are coordinated through a head office complex and delivered in the field via skilled and trained operators. The laying of Asphalt Mixes by hand and machine in accordance with National Highways Sector Scheme 16.

General Statement of Intent

Northavon Group Limited believes that the development of our people is a priority as they are at the heart of how we differentiate ourselves in our marketplace. In order to do this:

- We will recruit responsibly and conduct an induction program prior to an individual commencing duties unsupervised to ensure that all aspects of their role and responsibilities are understood.
- All personnel, whether direct/indirect or subcontract, will be competent on the basis of appropriate education, training, skills and experience.
- We have management systems in place for training and to ensure awareness, competence and clearly defined responsibilities for all employees, including functional activities and those relating to health and safety and sustainability.
- We shall support leadership development at all levels within Northavon Group Limited.
- We shall identify where knowledge and skills need to be maintained or enhanced or implemented to ensure the development of future leaders of our business. In order to ensure competence and awareness we will:
 - Determine the necessary competence for all personnel/job functions using a competency matrix.
 - Provide appropriate training or other programmes based on an assessment of competence.
 - Evaluate the effectiveness of training through a variety of measures and management processes.
 - Maintain records of education, training, skills and experience.
- Engage all employees in their own personal development and encourage contribution to the success of the business by maintaining an inclusive, diverse and open business culture.

This policy is reviewed and revised at regular intervals, not less than annually, to ensure that it is relevant, up to date and fit for purpose.

Signed:



Mike Clancy

Group Managing Director

9 January 2023