

TRAINING AND DEVELOPMENT 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 recognises that the most important resource and key to success is its employees. We are committed to the training and development of the entire workforce to ensure that every individual has the training, education and guidance to perform his or her duties safely, without risk to health and wellbeing and in a competent and professional manner.

Northavon Group Limited regards training as an investment and not a cost.

Individual training and development needs are identified by means of:

- A specification for every job role within the business which defines the mandatory and essential training requirements for the job role
- A cloud based competence management system which enables:
 - Roles to be assigned to individuals
 - Highlights by traffic lighting training which is in date, expired or requires refreshing within the next three months
 - Identification of other personal training and development to enable individuals to progress within the organisation
- Personal Development Plans for every employee to enable them to further their careers and reach their full potential
- Appraisals for every employee which are held at least annually. These provide an ideal opportunity to review individual training and development needs and to review and update Personal Development Plans
- Requests from employees
- Recommendations from the Northavon Group Health & Safety committee
- Specific customer requirements

All training is provided at no cost to employees and is facilitated by external providers or in-house training.

As part of Northavon Group's commitment to continuous improvement, employees are asked to provide feedback on the value and effectiveness of all training provided by the company. This information is used to evaluate and improve training and the delivery thereof.

This policy complements the Northavon Group Equal Opportunities Policy and applies to all employees.

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