

## **TRAINING POLICY STATEMENT**

**The management of Fairways Contracting Limited recognises that the quality of the company and its ongoing business, however measured, are directly related to the ability and performance of its employees.**

**It further recognises that, if the company is to achieve its further success, we need to translate our business strategy into the skill and experience requirements of future executives, so that our organisation is responsive to the demands and challenges of that time.**

**As market and customer needs change we acknowledge our responsibility to help our employees to meet these challenges by providing further education and training. We encourage training, development and the professional standing of all employees to help them to achieve their full potential by means of: national vocational training, the achievement of professional qualifications and via a diverse range of in-house training programmes.**

**We will:**

- Provide induction training for new staff and those transferring to new areas of our business**
- Provide the required training for those seeking promotion so that they are appropriately prepared for achieving their new responsibilities**
- Provide adequate training on health and safety for all employees**
- Ensure that employees are aware of the availability of in-house training courses**
- Develop a training plan for everyone, appropriate to each individual**
- Review individual training plans during annual appraisals**

**Paul Miller  
Managing Director  
Fairways Contracting Limited**

**2nd February 2009**