

## Training and Development Policy Statement

Capital Reinforcing recognises that its most important resource is its employees. It is committed to the training and the development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the company to achieve its aims and objectives that are to provide a high quality product and service with zero harm and limited impact on the environment through a well-trained and supported working team. By increasing the skills and knowledge of its staff the organisation will produce confident, highly skilled staff working as an effective and efficient team.

The individual training and development needs will be identified through:

- A training needs analysis questionnaire
- An annual performance appraisal
- Requests from employees

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment.

All internal training provided by the organisation will be of no cost to the employee. External courses and professional qualifications may be fully or partly funded by the company depending on the nature of the training.

Employees are responsible for their own development and as such may inform the organisation of their development needs and take part in prescribed development activities.

As part of the company's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used and assessed and improve the training process.

This policy is in line with our Equal Opportunities Policy and applies to all employees

Signed:



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Dermot Owens

Managing Director