



## Training and Development Policy

The Parkside Group is committed to conducting its business in an open and honest manner and as such this policy reflects our commitment to our employees to train and develop to ensure they are best equipped to deliver the highest level of standard. We pride ourselves with promoting all we do in an ethical and integral way.

This Policy highlights our obligations, to all connected with our Organisation and below is listed standards of conduct all employees must abide by as well as duties to report any suspected breaches of this policy by others. If any suspected breaches are reported the “reportee” should be assured that any concerns will be handled confidently and will not suffer any detriment treatment for reporting the said concern.

Responsibility for monitoring and reviewing these measures is the task of the audit committee who consist of staff, managers and directors from all departments across the organisation. Listed below are our policy statements to encourage staff to grow and show their true potential.

1. The Organisation is committed to the continuous training of our staff customers and business partners.
2. The Organisation promotes effective training and development throughout our organisation by way of regular reviews, coaching sessions, appraisals and personal development programmes.
3. The Organisation regularly reviews job roles and job specification to ensure our employee are best equipped to meet the current and future needs of the business. This is a joint annual agreement with all our staff together with aims and objectives.
4. The Organisation recognises the importance of professional and appropriate communication in all areas of our business. We encourage all our staff to engage in a range of regular written and verbal communication, not only in their department but in all departments, for example, the coaching system. Further communication guidelines are available on the company Intranet.
5. The Organisation encourages all of our staff to participate, exchange views and share ideas in their regular team meetings.
6. Outside Training is aligned when required from approved consultants and industry bodies such as University of Bath (CWCT), Council for Aluminium in Building and RIBA.
7. The Organisation is committed to training its associated partners and offers a range of industry approved training courses as well as Comar Approved Fabricator training course.
8. The Organisation ensures follow up and continued support of new personnel.
9. Fabricator training is undertaken through our Alu- Start training scheme.
10. Training is given in compliance with our Quality Management System which is accredited to ISO9001:2015.

**Signed:**

**Dated:** 24/01/2020

**Managing Director**