

## **Training & Development Policy Statement**

The Barnfield group of companies are founded on the belief that skills, knowledge, experience, training and development are vital components in securing the necessary competence to tender, plan and undertake projects effectively and safely.

### **Aims**

To share the benefit of experience across the organisation, improving performance and providing a competitive advantage.

Personal development and ongoing training will be supported and encouraged to maintain all necessary professional competences. Consultation with employees at all levels shall be undertaken to maintain competence, motivation and a positive culture within the organisation.

### **Objectives**

To comply with legislative requirements to provide the necessary information, instruction, training and supervision to ensure the health and safety of our employees, monitored continuously and reviewed each year.

Where industry standards are recognised, training and evidence of competence will be pursued to meet or exceed the standards through recognised competency schemes or demonstrably equivalent provisions.

We will monitor approved contractor applications and subcontract workers attending sites, to ensure that our supply chain achieves the same standards upheld by the organisation.

### **Responsibilities and Commitment**

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns and agents.

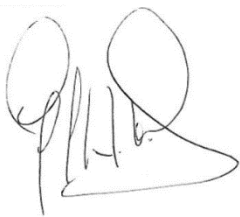
Personal development and ongoing training will be supported and encouraged by managers at all levels to maintain the necessary professional competences required for the organisation to operate safely and competitively. Consultation with employees at all levels shall be undertaken to maintain competence, motivation and a positive culture.

Contractors and other operational stakeholders are responsible for ensuring their own workers are suitably competent and will be supported where necessary to develop their culture to the mutual benefit of all parties.

The Directors will ensure that suitable systems of pre-appointment checking, ongoing monitoring, auditing and record keeping are used to effectively implement this policy.

### **Periodic review**

This policy will be reviewed annually, or more frequently in the event of any changes to statutory requirements or any evidence that the policy is not fully effective.

A handwritten signature in black ink, appearing to read 'Tim Webber'.

Tim Webber  
Chairman & Managing Director  
Date: 31/01/2019