
Training & Development Policy

Training & Development

Malakoff Limited recognises the valuable contribution our employees make to the success of the organisation and the Company is committed to staff training and development. The Company seeks to develop an organisation in which staff are motivated to learn. This will involve a mixture of coaching, counselling and structured training courses both in-house and at appropriate training locations. Everyone will be encouraged to learn and take full responsibility for their own development.

The Company is committed to the principles of Investors in People, which includes a commitment from the Directors to develop all employees to achieve business objectives. In order to do this, the Company will regularly review the training and development needs of all employees and on the basis of this will take action to train and develop individuals on recruitment and throughout their employment.

The Company will have a written but flexible Development Plan which sets out business goals and targets and will consider how employees will contribute to achieving these goals and targets. This Plan will specify how development needs in particular will be assessed and met. In doing this, management will develop and communicate to all employees a vision of where the organisation is going and the contribution employees will make to our success.

The Company will regularly evaluate the investment in training and development to assess the achievements and improve future effectiveness.

Training and Staff Development involves learning and is a process which should take place continuously. Learning is a process of acquiring knowledge through experience which leads to a change in behaviour and this involves appropriate feedback being given on performance. It will be our policy to give feedback on performance wherever possible.

Staff Awareness & Competence

Staff awareness will be achieved through maintaining regular dialogue with staff during the course of day to day operations and more specifically at Health & Safety Committee Meetings and Tool Box Talks where topics pertaining to all aspects of the Company's Operations and Management Systems will regularly be discussed.

Competence levels for all functions within the Company's management systems and activities will be defined in individual Job Descriptions and will be explained to all staff during Induction Training. Employees will be given training and support in achieving these competence levels where appropriate and will be encouraged to review and assess their own performance.

Staff Training – Environment, Health & Safety

All staff whose work may create a significant impact upon the environment will be appropriately trained. Relevant staff and contractors will be given an appropriate level of training, during induction, to ensure that they are aware of any

Telephone: Lerwick +44(0) 1595 695544

Fax: Lerwick +44 (0) 1595 695720

Registered in Scotland No. 242516

Registered Office, North Ness, Lerwick Shetland ZE1 0LZ

E-mail: enquiries@malakofflimited.co.uk

www.malakofflimited.co.uk

VAT Reg No. 813 7826 20



significant impact their work activities may have on the environment and the potential benefits to the environment of improved performance as defined in the Environmental Policy Statement.

The Company is committed through its Health & Safety Policy Statement to ensuring that all staff, visitors to our sites and those sub-contracted to undertake work on our sites will be provided with an appropriate level of training and a safe working environment.

Equal Opportunities

The Company is an Equal Opportunities Employer and is committed to the recruitment and development of staff on the basis and performance of qualifications, experience and without prejudice to creed, colour, age, sex or disability.

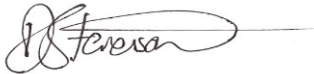
Personal Harassment

The Company deplores all forms of personal harassment and will seek to ensure that the working environment is sympathetic to all our employees.

Whatever form it takes personal harassment at whatever level will always be taken seriously and will not be tolerated.

Personal harassment is unwanted behaviour by one employee toward another and disciplinary action will be taken against employees committing any form of personal harassment.

Signed By:



Director

Date: 26th April 2016

Endorsed By: **Allan Gould, Non-Executive Director**
Douglas Stevenson, Director

Date: 26th April 2016
Revision: REV 2

Telephone: Lerwick +44(0) 1595 695544
Fax: Lerwick +44 (0) 1595 695720
Registered in Scotland No. 242516
Registered Office, North Ness, Lerwick Shetland ZE1 0LZ

E-mail: enquiries@malakofflimited.co.uk
www.malakofflimited.co.uk
VAT Reg No. 813 7826 20

