

Recruitment, Competency, Training & Awareness Policy

Competence Development

Malakoff Limited recognises the valuable contribution our employees make to the success of the organisation. The Company is committed to the development of staff competency and seeks to develop an organisation in which staff are motivated to learn.

Competence means having the skills, knowledge and expertise needed to discharge the responsibilities of an employee's role.

The competence levels for all functions within the Company's management systems and activities are 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, which will involve a mixture of coaching, counselling and structured training courses, both in-house and at appropriate training locations. Employees will be encouraged to review and assess their own performance on an ongoing basis.

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.

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 competence development needs of all employees and, on the basis of this, will act to train and develop individuals following recruitment and throughout their employment.

The Company will have annual Goals and Targets, from which Departmental and Employee Goals and Targets will be issued. Each level of the Goals and Targets will detail at least one target based on Training and Development.

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

Telephone: +44(0) 1595 695544

Fax: +44 (0) 1595 695720

Registered in Scotland No. 242516. VAT Reg No. 813 7826 20
Registered Office, North Ness, Lerwick Shetland ZE1 0LZ



E-mail: enquiries@malakofflimited.co.uk

Website: www.malakofflimited.co.uk

Staff Awareness

Staff will be made aware of their health, safety, environment, quality and related competence requirements firstly during the induction process, which every employee will complete before starting work with Malakoff Limited and repeat every three years.

Staff awareness will continue throughout their time at the Company through Managers maintaining regular dialogue with staff during the course of day to day operations and more specifically at the Health, Safety, Quality and Environment (HSQE) Committee Meetings and during Toolbox Talks, where topics pertaining to all aspects of the Company's Operations and Management Systems will regularly be discussed.

Commitment by the Company to Health & Safety, Environment and Sustainability and Quality is made through each of the relevant Policy Statements that are available in each work area.

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.

Policy Review

The policy will be reviewed annually during the Management Review meeting and updated as and when any new regulations or processes are introduced within the company.

Signed By:  Director

Date: 26th July 2021

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

Date: 26th July 2021
Revision: REV 4

Telephone: +44(0) 1595 695544

Fax: +44 (0) 1595 695720

Registered in Scotland No. 242516. VAT Reg No. 813 7826 20
Registered Office, North Ness, Lerwick Shetland ZE1 0LZ



E-mail: enquiries@malakofflimited.co.uk

Website: www.malakofflimited.co.uk