

**TRAINING POLICY STATEMENT****PJE/HSSQ/POL/001/PS8**

P J Edwards & Co. (UK) Ltd. recognises that it's most important resource is its workforce and is fully committed to investing in people via the training and development of all the workforce so that they gain the necessary skills to fulfil their job role requirements and reach their full potential.

The scope of training will encompass initial induction training for all new employees with extra support for young or in experienced staff, workplace training and formal internal and external training courses.

Workforce training will produce a confident and highly qualified staff working as an effective and efficient team. A trained and qualified workforce will provide the safe and quality assured service our clients expect and will ensure all employees and key sub-contractors are competent for the tasks required of them.

The success of P J Edwards & Co. (UK) Ltd. depends upon investing in our people, the management team will ensure sufficient resources financial and physical are made available for training and development to improve individual performance and prepare those with the ability to take on different responsibilities for internal career progression.

The development of a competent workforce will assist with the achievement of the organisation's annual SHEQ objectives and targets and demonstrate continual improvement of the business management systems and employee skills.

The assessment of individual training and development needs is an on-going process monitored by departmental Managers and assessed at the regular Management Review Meetings in line with the needs of the individual and the business. P J Edwards & Co. (UK) Ltd. will endeavour to train and promote from within building on the previous training and the broad experience of the existing workforce.

The Directors / Managers are responsible for the training and development of employees, each employee should also take responsibility for their own development and will be encouraged and supported at every stage when undertaking company sponsored training.

Records of training for each member of the workforce will be maintained, and individual's progress will be regularly monitored against the P J Edwards & Co. (UK) Ltd. Skills Training Matrix.

This Policy Statement will be brought to the attention of all employees and will be reviewed at least annually and when there are significant changes in legislation, working practices or company arrangements.

Signed:



Adrian Norridge  
Operations Director (UK)

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