



TRAINING POLICY

Purpose of Policy

It is Beton Bauen Limited's policy to support training in order to improve the performance of employees in their present posts and to develop them so that they are capable of progression within the organisation.

Training Policy

Beton Bauen Limited undertakes to identify training needs and these can be examined in a number of ways:

Organisational Needs

These are training needs that have implications across the organisation, regardless of occupational boundaries. Such needs might arise through changes in legislation, the introduction of new technology, new working methods or procedures, etc. They also encompass the needs of all new entrants to understand Company policy and procedures (i.e. induction and Health & Safety training). Including arrangements for providing employees who will engage in Construction, with training and information on construction-related environmental issues.

Individual Needs

Individual needs will include training to assist the individual in areas other than skill or knowledge (i.e. attitude). Individual needs also embrace career planning to assist the individual's development and his/her ability to progress within the organisation. Individual needs are best identified through the means of appraisal.

Qualification Training

In order to meet identified training needs, it is the company's policy that, wherever possible, employees should be sponsored to obtain recognised National Vocational Qualifications (NVQs), credits towards NVQs, or trade/professional qualifications.

Trade Courses

Ensure arrangements for providing employees who will engage in Construction, with training and information on construction-related environmental issues.

Methods of Training

Training needs can be met in many different ways. The best known methods include short courses, day release, block release, evening classes, correspondence courses and "open learning".

Recoupment of Training Costs

In circumstances where the Company funds training for the employee by an outsider and the employee subsequently leaves the business, within 12 months of the ending of the course such funds will be recoverable by the company from the employee as a debt direct from his final salary. The terms for recovery of such money is outlined in the employee's Contract of Employment.

Signed:



Position: Compliance Manager

Date: 05/01/2026