

## 1 INTRODUCTION

New Earth Solutions Group Ltd recognises the contribution employees make to its success. It also recognises that to maintain a committed and competent workforce, it needs to ensure that there is adequate training and development provided for all employees.

## 2 OBJECTIVE

New Earth Solutions Group Ltd is committed, within budgetary constraints, to providing its staff with appropriate training, and development that will enable them to acquire the skills and competencies that are needed by the company and for their own development within the company. Equality of access to training and New Earth Solution's commitment to career development are seen as fundamental principles of the policy.

New Earth Solutions Group Ltd is subject to a variety of statutory regulations and it must ensure that staff are trained to levels appropriate to their roles, in order to perform legally and effectively in the best interests of themselves, of others and of the company.

In order to achieve these aims, New Earth Solutions Group Ltd undertakes to:

- Identify staff training and development needs in the light of, for example, statutory requirements, necessary standards of competence, innovation, and personal aspirations;
- Set annual priorities in the light of these needs, given budgetary constraints;
- Produce annual training and development plans to ensure that these priorities are addressed;
- Provide appropriate induction, training and development programmes for all staff;
- Ensure that all staff are informed of these;
- Monitor and evaluate the effectiveness of induction, training and development programmes with a view to continued improvement;
- Keep a record of the training received by each member of staff.

New Earth Solutions Group Ltd recognises that, for its training policy to be effective, those in managerial or supervisory positions must be held accountable for giving their staff constructive, honest and timely appraisals of their performance, and for developing plans for improvement, which should take into account both the goals of the company and the relevant career aspirations of the individual.

The company also recognises that, for its training policy to be effective, staff must take responsibility for their own development. In addition to undertaking mandatory training required by law, they are expected to avail themselves of the opportunities provided and to make use of training and development to enable them to respond flexibly to change.

Opportunities for training will be based on an assessment of employees' development needs, irrespective of their sex, age, marital status, disability, race, colour, ethnic or national origin or sexual orientation.

### **3 IMPLEMENTING THE POLICY**

Advice and guidance on any aspect of the training policy is available from Human Resources.

It should be noted that all employees should consider their conduct in line with the company's code of conduct when attending an educational establishment or external course provider.

Human Resources will work closely with managers within the company to facilitate a range of consultancy/training services.

This policy will be subject to regular reviews in order to ensure that it continues to reflect the aims and aspirations of the business and its employees. Reimbursement of training fees will only be requested in exceptional circumstances and will be discussed with employees prior to their attendance on training courses. Further details are available on HRC35 Reimbursement of Training Fees Agreement which employees are asked to complete and managers to approve for professional courses or other external studies which are work-related, will have a direct impact on the employee's role and lead to the award of a recognised qualification.