

1. Statement of Policy

Guardian recognises the importance of maintaining the training and development of its staff in order to achieve not only the Company's objectives but also the personal objectives of its staff where these coincide with the former.

Management recognise that staff need to feel fulfilled and that they are well equipped to carry out their tasks in a satisfactory manner. They also recognise that a well-trained and fully developed work force will enhance the company's abilities to perform at a level consistent with growth and profitability objectives.

Guardian's policy is to offer training and development opportunities to all employees to maximise and utilise skills as effectively as possible, to increase the company's skills base, to improve existing levels of performance and to maximise employee service retention.

2. Aims and Objectives of the Policy

The company aims to ensure that:

- A training plan is in place covering current financial year.
- Sufficient funding is included in the current year's financial budget to cover planned training
- Employees have sufficient understanding of their job function and expected performance standards to identify whether the scope and depth etc. of their current training is satisfactory and to suggest further or enhanced training to enable them to carry out their tasks more effectively.
- Each employee is in possession of an accurate job description and is afforded an annual appraisal review.
- Each employee has the opportunity to learn and become more experienced in his or her primary job function.
- Each employee is enabled and actively encouraged to develop his/her personal potential provided that personal objectives are compatible with the Company's overall Aims and Objectives.

3. Annual Appraisal System

The company has an annual appraisal system for each specific job description, which the Directors and line managers with the opportunity to review each employee's performance.

Topics included in the appraisal:

- Discussion outlining Company's Aims and Objectives for the forthcoming year
- Understanding of current role in the context of the latter
- Personal overview of previous year's achievements
- Personal likes and dislikes concerning job function
- Personal aims for the forthcoming year
- Longer term (beyond one year) aspirations
- Training requests or observations
- Performance scoring (personal and corporate comparison)

Data from appraisals will be utilised to formulate Training and Development Plans.

4. Review of Training and Development Plans

The Directors will carry out a review of current training and development plans as part of Management Review activities outlined in the Quality Manual.

5. New Employees

All new employees will undergo a company induction plan to include the following topics (where applicable).

- Health & Safety
- Terms & Conditions of Employment
- Roles, Responsibilities and work location details
- Monitoring & safety performance
- Consultation, communication, co-operation
- Responsibilities relevant to role
- Safe working procedures
- Safe systems of work
- Hazards
- Substances
- Asbestos
- PPE
- Accident & near miss reporting
- Accident investigation
- Risk assessment & method statements
- Data Protection

Additionally new starters will be inducted into the application, scope and pertinence of Staff Rules, Safe Working Procedures (as they apply), Technical Instruction Manual (as applicable) and the current versions of the Company's various formal Policies.

New starters will undergo an initial 6 months probationary period. During this time they must demonstrate a sufficient level of productivity and quality of workmanship. At the end of the probation period a formal review will take place involving the Employee and his/her immediate Line Manager.

A training needs assessment will be carried out and relevant action plans agreed and implemented. Training will be arranged by the Operations Director and funded by the company.

Certain training will be identified as requiring the employee to sign an agreement undertaking to repay any costs incurred during external training courses if he/she leaves the company within 2 years of receiving the training. This arrangement will not apply to Health and Safety Training

This policy has been reviewed, endorsed and signed 7th January 2026



Ian Carnall
Managing Director