

## Training Policy

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The Company sincerely believes that it must train all its employees to enable them to achieve the correct standards of performance in their various duties. This will also give them the necessary skills to help them to achieve their full potential in the industry. Only in this way will the Company be truly successful in achieving all its objectives.

The continuing prosperity and development of the Company depends to a very large degree upon its ability to maintain and develop an efficient work force at all levels. The importance of training in this context is to ensure that the Company has the work force resources to operate the business and to respond to change with confidence and expertise.

Training has also become ever more important with the introduction of new technology. As we embrace each new piece of technology so too we must establish training programmes for the operative who has to use it.

Ever evolving legislation means that those training standards have to be more exacting to ensure that not only are our employees and customers fully provided for but also the Company.

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The Company is committed to a planned training and development policy the specific aims of which cover all levels of employees and are as follows:-

- a. To provide on job induction training for all new employees.
- b. To train staff so that they can reach at least the minimum legal requirements for the performance of their duties.
- c. Carry out performance appraisals on a regular basis.
- d. Seek ways of improving staff performance and identify those staff with the potential for development.
- e. To ensure that opportunities are available for training which will encourage the development of the individual to their full potential.
- f. To promote NVQ training throughout our sites for all colleagues.
- g. To provide the training necessary for those selected for promotion, or being considered for promotion to take advantage of any opportunity that may occur.
- h. It is the responsibility of the unit manager, helped by other members of the management team to train unit staff in all knowledge and job skills relating to their duties.
- i. It is Company policy to keep and maintain accurate training records for each of our employees to ensure that we train them to carry out their jobs to the standards required.

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Signed:



Stuart Peacock

Chairman for and on behalf of Caterleisure

Date: - 1 NOV 2016