

Policy Statement

Learning & Development

Mick George Ltd (MGL) is committed to ensuring that our employees have the necessary skills and knowledge to undertake their roles safely and ensure that we meet the standards of service quality required by our clients.

All employees have access to the company's policy statements, provided to new starters as part of the induction process, which impart the core values of the business and establish the attitude required from staff for the company to achieve its business objectives.

We are committed to developing our staff by building on their employment related skills and knowledge through relevant professional and 'on the job' training to promote the retention of staff and provide opportunities for career development.

We will identify training requirements and development opportunities through inductions, skills audits, appraisals, discussion with line managers, team meetings and internal audits.

Training and development will be achieved through internal & external courses and seminars, professional qualifications and public examinations, distance learning, evening classes, self teaching and shadowing.

We will provide support for authorised training which may include full or part payment of course fees and paid or unpaid time off where required. Each case will be determined on an individual basis and assessed based on the relevance of the training to our business objects, the nature of the training being undertaken and any other pertinent criteria.

We may require individuals to sign a training agreement which will require the employee to repay all, or a proportion, of the training fees incurred if they leave the company after completing the training. The amount to be repaid will vary depending on the amount of time elapsed between completing the training and leaving the company and the type of training being undertaken. The conditions assigned to the training agreement will be agreed between the company and the individual prior to the training being undertaken.

All staff attending training courses, seminars and conferences will be required to complete post course evaluations so that the effectiveness of the training can be assessed to inform future training supplier decisions.

We encourage staff to hold membership of relevant professional bodies to support continued professional development and to maintain up-to-date expertise within the company. We will reimburse annual professional membership fees on a discretionary basis where this is supported by a strong business case up to a maximum of one membership per person.

This policy will be made available to our employees, those working for or on behalf of MGL and provided on request to any other interested parties. The policy will be reviewed annually, subject to changes in company procedure or legislation.

Signed:

Managing Director

Date: January 2018