

Vaughandale Construction Limited recognise that in order to maintain good employment practice and a high level of morale, a policy for training is required.

1. Aims & Purpose

Working towards ensuring that all our employees have the opportunity to realise their full employment potential and to maintain their own professional development.

Working towards ensuring that all our employees remain at the forefront of knowledge and expertise in the area of their specialism.

Minimising risk by ensuring that all employees are capable and well-trained to fulfill their job role

To improve competence and quality of the services we provide.

2. Commitment

The Company makes available the appropriate financial and other resources in support of its staff development and training policy.

The Company seeks to extend its facilities and programmes.

The Company has put in place such supporting procedures as are required to establish and maintain on-going reviews of the staff development needs.

The Company expects a reciprocal commitment on the part of all employees to develop both individual and organisational needs, in the best interests of the business.

3. Objectives

All staff development and training have principle objectives as follows:

- 1) To enable our employees, where appropriate, to obtain professional or vocational qualifications.
- 2) To enable employees, where appropriate, to update and/or renew individual professional qualifications, and to undertake retraining or re-skilling, as agreed or directed.
- 3) To enable our employees to better understand the needs of the organisation and to assist them in fulfilling their contractual employment obligations.

4. Core Elements

The Staff Development Policy supports the business objectives of the company; staff development and training records will be maintained for all employees.

The Company will establish and operate clear staff development strategies in accordance with this policy.

The Performance Review will form the basis of appraisal for all employees to assist with the identification of individual and organisation staff development needs and performance targets. All new employees will be provided with appropriate induction training.

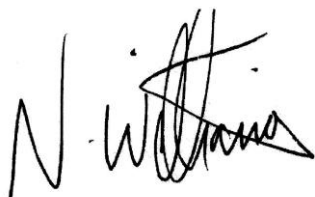
All our employees will be expected to undergo awareness training on general issues appropriate to the needs of the organisation, e.g., health & safety and equal opportunities awareness, and undertake appropriate refresher and re-training to meet the needs of individuals and requirements of changing systems of work, new techniques and changing risk environments.

Where training is provided and paid for by the Company, it is mandatory for employees to attend. If employees fail to attend without sufficient reason or notice and the non-attendance incurs unnecessary cost to the Company, the cost of the training and any associated travel costs, may be recovered from the individual concerned.

5. Reviews

The Staff Development Policy will be subject to periodic review to meet the ongoing training and development needs of the business.

For Vaughndale Construction Ltd



Noel Williams
Managing Director

Date	Review
January 2025	January 2026