

## Training Policy

### Policy

Interr is committed to a structured training and development programme of its staff through vocational and refresher training in order to fulfil the high standards of service required to ensure success and to comply with legislation.

The Company's training policy is: "To provide training at all levels of such duration and scope as is compatible with the efficient discharge of the task involved and the safety of the employee. Whether conducted "in house" or "contracted out" training at all levels must be conducted by qualified trainers in an environment conducive to effective training."

"To provide training at all levels specific to assignment and required specialist skills, also to provide continuation, refresher and contingency training."

### Induction Training

All employees will receive a company HR induction and job specific induction training on or before joining the company.

Depending on the role, job specific induction & improvement training can be ongoing for the 1<sup>st</sup> month of employment. The HR induction is completed within the 1<sup>st</sup> week of employment.

The HR department is responsible for implementing job specific training for all new employees. The HR department is responsible for ensuring that any new employee joining their department receives induction training.

### Training Needs

All training needs are reviewed during an employee's annual performance appraisal and their 6 monthly reviews.

It is the responsibility on an employee's line manager to liaise with the HR department and make the necessary arrangements to fulfill any training and improvement needs. This may be through; one-to-one informal training between an employee and their line manager, formal in-house training, external coaching or through an external training course.

All improvements and training needs that are identified are recorded and monitored by the HR team. Any training needs that are requested by an employee in a particular role or department will be brought to the attention of the HR Manager. Through the company leadership program, Interr aim to develop our staff and promote from within.

The Head of HR will then liaise with the Directors with an aim to introduce an in-house training course or work with an external provider to make available a training course specific to the related training needs.

### Training Records

All training needs and records are reviewed during an employee's annual performance appraisal to ensure that they are correct and accurate.

All training information is recorded electronically through on the Sage HR database. Copies of training certification and/or signed training records can also be retained in an employee's electronic file.

### Policy Review

This policy was last reviewed and agreed by the board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO  
February 2019