

# Training Policy

## Purpose

Interr Ltd recognises that it is its people who play a crucial role in ensuring the success of the business and is therefore committed to providing training and development to improve your skills and competence.

The Company will provide you with appropriate training to develop the knowledge and skills necessary for you to perform your duties effectively. Wherever possible, the Company will ensure you have every opportunity for career development through structured training and Continuing Professional Development (CPD) programme. This policy outlines the different types of training and development you might expect and how the Company may recover the costs of training from you in particular cases.

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."

Interr is committed to ensuring a continuous professional development of all staff for the following reasons:

- Maintaining a capability and competence to perform well in the employee's current role. Effective leaders and managers will recommend or organise activities for their staff, but it is the individual's responsibility to anticipate change, keep updated, build on strengths and develop new skills
- Ensuring that Interr and our employees comply with legal and other mandatory requirements (such as health and safety, including fire safety, equal opportunity and diversity legislation)
- Preparing for additional responsibilities in current or future roles
- Demonstrating motivation and enthusiasm for learning and developing self and others
- Promoting employees to have the potential to take on further responsibilities, and showing excellence in performance
- Registration with employees professional body, and maintenance of your membership, as relevant
- Demands for continuous quality improvement and client accountability mean that all Interr staff must be able to demonstrate that they are keeping abreast of new knowledge, techniques and developments related to their roles, and also be investing in their own CPD

## Your entitlements

The types of training that the Company provides falls into three broad categories: induction, occupational or other.

### Induction training

As a new starter, you will be given a comprehensive introduction to the workplace, your colleagues, catering facilities, duties, health and safety and other procedures. 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.

### Occupational training

Throughout your time with the Company, there may be a need to acquire new skills and these can be gained through occupational training delivered by colleagues.

### Information Security training

Security and privacy awareness and training is an important aspect in protecting the Confidentiality, Integrity, and Availability (CIA) of sensitive information. Employees are the first line of defense and must be made aware of the security risks associated with the work performed for Interr and our Clients.

Interr will ensure that all employees are given information security and cyber security awareness training during their employment with the Company. This training reflects common security and privacy awareness specific to Interr's

environment including, but not limited to, physical access, restricted areas, potential incidents, how to report incidents, portable devices best practices, or how to spot a phishing scam. This course and test are provided and tracked by our internal online e-learning platform. Interr will also conduct annual refresher training for all employees and anytime there are significant changes to the environment via our online e-learning platform.

## **Other training**

Occasionally, the Company may arrange for external training providers to deliver training courses in the workplace. This form of training might be triggered by the introduction of new equipment or working methods. Training may be provided in a variety of forms, ranging from short courses of a few hours' duration through to lengthy courses leading to the award of qualifications. This could be delivered through a variety of online training or face to face training or through any other means as available to the company.

## **Paying back your training costs**

When you undertake external training courses with significant cost implications, you will be required, prior to commencing the course, to sign an agreement to repay all or a proportion of the costs of the course if you leave the Company's employment within a certain time period. Full details will be set out in your training cost agreement.

## **Training Needs**

All training needs are reviewed during an employee's annual performance appraisal and their 6 monthly reviews. As an employer, Interr has a responsibility to provide annual appraisal, training and development to enable employees to be successful in the job they have been appointed to do, and to ensure that they are familiar with relevant legal and other requirements.

We encourage individuals to grow, and to develop their careers. Interr is a multifaceted organisation with numerous diverse opportunities for learning and development. It is the responsibility on an employee's line manager to liaise with the HR department and make the necessary arrangements to fulfil 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. Copies of training certification and/or signed training records can also be retained in an employee's electronic file.

## **Policy Review and Assessment**

This policy may be amended by Interr at any time to take into account changes in legislation and best practice. 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  
January 2024