

## Company Policy Statement on Training.

Pitkin & Ruddock are committed to the ongoing training and development of all our staff, it is recognised that the success of the organisation is directly linked to the skills, experience, presentation and overall quality of its staff.

Personal development is recognised by the organisation as a key factor to achieve high levels of employee retention and will be actively encouraged.

Training will take place at all levels and will be provided as appropriate and necessary in the following areas:

- Health Safety & Environmental.
- Key / Functional Skills.
- Technical Skills (job task related).
- Management and Customer Relations.

The company has an ongoing assessment of its training needs that will consider both organisational and individual needs; this assessment includes consultation with all employees on a regular basis.

To assist with the identification of training needs a training record will be maintained for each employee and used in the development review process.

We will endeavour to determine the most suitable learning style for each employee and act upon this when planning training activities for them.

Where possible any training provided will meet nationally recognised standards and be provided by specialist training organisations, however this does not reduce the importance and value placed upon in-house training and the passing on of skills between employees.

Modern forms of training such as online / distance learning will be encouraged in the mix of training provision along side more traditional methods.

We will work with our business partners / manufacturers to provide the most current, equipment specific product training available.

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