

## TRAINING & DEVELOPMENT POLICY STATEMENT

It is the policy of Omega Windows Doors & Conservatories (hereafter 'Omega') that all its' staff will be provided with adequate and sufficient training, information & instruction to enable them to carry out their duties efficiently, to a high standard, in compliance with the Company's aims & objectives and, perhaps most importantly of all, safely.

Omega recognises the importance of training and development plays in maximising the output of employees and their potential to meet future business needs.

Training and development plays a fundamental role in the continuing growth and success of the Company.

Omega is committed, within budgetary constraints, to providing all its' staff with appropriate training, developmental and educational opportunities that will enable them to acquire the skills & competencies that are needed both to fulfil the responsibilities of their current position and for their on-going development. All employees have a duty to fully participate in the training provided.

Equality of access to training and Omega's commitment to life-long learning are acknowledged as the core principles of the Policy.

A regular review & analysis of employee training & development will be carried out as part of the Company's planning process, to ensure that business objectives can be met.

Omega will identify staff training & development needs in the light of, for example, statutory requirements, other third party requirements, the necessary standards of competence, innovation and personal aspirations.

A record of the training provided to each staff member will be maintained.

Omega recognises that in order for training to be fully effective, those in line management positions must be held accountable for providing their staff with constructive, honest and timely appraisals of their performance.

Line management must also develop and implement improvements plans. These must consider both the goals of the Company and the relevant ambitions of the specific staff member in question.

The Company also recognises that all staff must take responsibility for their own training & development.

In addition to the mandatory training and instruction required by law, all employees are expected to avail themselves of the opportunities provided and to make use of the training & development resources that are available in order to, amongst other issues, enable them to respond positively & flexibly to change.

Training & development will be reviewed to monitor and assess the Policy's effectiveness in the achievement of business objectives and the development of individuals, all with a view to continual improvement.

This Policy will be kept up to date, particularly as the Company's business changes in nature, size or scope. Finally, this Policy will be reviewed for continuing adequacy, suitability and compliance with acknowledged industry best practice at management review.

	Signature	Date
<b>Managing Director</b>		13.01.16
<b>Process Manager</b>		13.01.16