



## Training and Development Policy

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It is E. Jordon (Refrigeration) Ltd. aim to provide an outstanding environment which allows all employees to reach their potential. We realise that our employees are one of, if not our greatest asset and helping them develop is crucial to the achievement of the company's goals.

Following from this, the company is committed, with budgetary constraints, to providing its entire staff with appropriate training and development opportunities that will enable them to acquire the skill and competencies that are needed by the company and for their own development. Equality of access to training and the company's commitment are seen as fundamental principles of the policy.

The company is subject to a variety of statutory regulations and it must ensure that employees are trained to levels appropriate to their roles, in order to perform legally and effectively in the best interests of themselves, of others and of the company.

In order to achieve these aims, the company undertakes to:

- Identify employee training and development needs in the light of, for example, statutory requirements, necessary standards of competence and personal aspirations.
- Set annual priorities in the light of these needs, given budgetary constraints.
- Produce annual training and development plans to ensure that these priorities are addressed.
- Provide appropriate and high-quality induction training for all employees.
- Monitor and evaluate the effectiveness of the training with a view to continued improvement.
- Keep a record of the training received by each employee.

The company recognises that, for its training policy to be effective, those in managerial or supervisory positions must be held accountable for giving their staff adequate warning and time to undertake future training.

The company also recognises that, for its training policy to be effective, employees must take equal responsibility for making themselves available for mandatory training required by law and to make use of the training.

Employee training is the responsibility of the Service Manager.

Paul Jordon  
Managing Director  
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