

## TRAINING POLICY STATEMENT

J Coffey Construction Limited is committed to the investment in training and development of all staff as an integral part of business growth.

To this end, it is our policy to ensure that training is a continuous process, which embraces all levels of employees with the following objectives:

- To provide induction training for all new employees and for those transferred to new jobs.
- To provide job skills training for all employees to ensure that they are fully equipped to reach an agreed satisfactory standard of performance.
- To provide training and development opportunities (CPD) for all staff.
- To provide all employees with the opportunity to develop their levels of competence, through internal or external standards.
- To assist managers and supervisors to develop their managerial skills.
- To provide guidance and practical help to managers and supervisors in techniques required to train and develop staff.
- To give all employees the opportunity of discussing their performance and development with line management on a regular basis (at least once a year).
- To evaluate any action taken on training and development, at both organisational and individual levels, and to use such evaluation to help determine future training needs.
- To link the development of staff with the objectives of the business.

**This policy statement applies to all employees and other personnel engaged in J Coffey Construction operations:**

Signed: E. Barrett (Original Signed)

Date: 14.01.2022

Eddie Barrett

Group Managing Director

**On behalf of J. Coffey Construction**