

HUMAN RESOURCE DEVELOPMENT & TRAINING 2024

The company realises that its people are the most valuable resource it has.

The training policy shall ensure that all employees have the knowledge and understanding needed to discharge their individual responsibilities to the required standard.

Therefore in order to fulfil the requirements for the provision of a customer enhanced service and for the company objectives in respect of improvements in resources, (which affect quality, health, safety, environment and welfare), the company shall evaluate the work to be carried out in relation to training needs of current and future employees.

Assessment and appraisal of training suppliers and their course work shall ensure that the appropriate training is given for the activities, responsibilities and level of authority of the individual employee.

Personnel shall be made aware of the relevance and importance of their activities in terms of their contribution to achieving company objectives through employee appraisals.

Training needs, type of training received and competency levels of employees shall be held on a training matrix to verify the fulfilment of the company requirements. The company shall ensure adequate funds are available for the appropriate training and development of staff and operatives.

Individual Training Records of each employee, a record of drivers' licence six-monthly checks and verifiable company and customer site induction records shall be maintained in accordance with the requirements of ISO9001 on Human Resources.

Job Descriptions shall be continually reviewed, revised and issued to all employees and the latter shall be encouraged to take ownership and responsibility for their work, which forms a significant part of the success of the business.

The company objectives and procedures for training detail how Central Industrial Services Limited carry out their human resource development policy.

Signed



DH Cartwright - Chairman

Date 05/01/2024