

TRAINING AND DEVELOPMENT POLICY

Introduction

ALB Brickwork Ltd is committed to the support and development of all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential.

The success of ALB Brickwork Ltd is significantly based on the contribution, commitment and achievements of its employees. Therefore, the Company seeks to fully support employee performance within their designated roles and to help them fulfil their full potential during employment.

Training and development includes any activity which contributes to the enhancement of skill, knowledge, competence and working practices.

Equality

All staff will have equal access to training and development. No member of staff will be treated less favourably than another on grounds of:

- Sex
- Marital Status
- Parental Status
- Race, Ethnic or National Origin
- Colour
- Disability
- Religion
- Age

Involvement in staff training and development will only be determined by personal merit, performance and application of appropriate criteria.

Identification of Staff Development Needs

Through assessment of competence, ALB Brickwork Ltd will be able to identify individual training and development requirements (related to the duties they perform). In addition, staff training and development may be identified through.

- Inspection
- Audit
- Feedback
- Performance Appraisal
- Annual Competency Review

ALB Brickwork Ltd is responsible for ensuring that all staff receive an annual appraisal and that they receive appropriate advice and support in respect of identifying and addressing training and development needs.

Staff Training and Development Provision

Staff training and development covers a wide range of activities. It may include courses and development programmes, vocational training, structured staff development activities, attendance at meeting and conferences.

Training and Development Assistance

The Company encourages the development of its employees and, wherever possible, will provide assistance to attend approved:

- Training
- Qualifications
- Courses of Study
- Conferences and Meetings

Assistance will be subject to the overall business development plan and annual approved budgets.

A handwritten signature in black ink, enclosed within a thin black circular border. The signature is stylized and appears to be a first name followed by a surname.

Managing Director

Date: 04/01/2025

Next Review: 03/01/2026