



Training Policy

Adman Ltd recognises that its most important resource is its employees. It is therefore committed to the training and development of its entire workforce to ensure their competence for activities the Company asks them to undertake and that they gain the necessary skills and knowledge to reach their full potential.

By increasing the skills and knowledge of its employees the Company will produce confident, qualified staff working as an effective and efficient team. This will assist in enabling the Company to achieve its aim and objectives for the future.

The individual training needs of personnel will be identified through;

- The Company Training Procedure and Training Matrix which will identify minimum training and competency requirements generally and for task specific operations.
- Refresher training or retraining requirements
- Annual performance appraisal and / or discussion with individual line Managers
- Approved requests from employees
- New or future works

Training and development needs identified will be met through a variety of training activities dependant on the nature and extent of the requirements of the individual's job role and needs of the Company. Employees are required to attend any training that has been arranged on their behalf.

All internal training provided by the Company will be at no cost to the employee. External courses and professional qualifications may be fully or partly funded by the Company dependant on the nature of the training.

Each specific training accreditation or qualification defines the qualification period and the expiry or renewal date. The Company will ensure that re-training, update training or re-accreditation is undertaken prior to the expiry date if retention of the qualification is considered necessary.

Employees are also responsible for their own development and as such may inform the Company of their development aspirations and, if agreed with the Company, will be expected to take part in prescribed development activities. The Company also encourages CPD training for professional staff which may include attendance at seminars, exhibitions and lectures.

As part of the Company's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

This policy respects equal opportunities and applies equally to all employees.

Martin Grimes

Martin Grimes – Director

Signed

Adrian McCrory

Adrian McCrory - Director

Date: 01/04/2022