

Training & Development Policy Statement

This policy statement recognises that a competent, motivated and well-trained workforce is essential to continued growth and to our future company success. The main purposes of this Policy Statement is to confirm our commitment to employees' development and the necessary associated support.

It is PDR Construction Limited's policy to train and develop all employees through relevant opportunities, both internal and external, with continuous support and guidance in line with company objectives. The company monitors and maintains all certified and regulatory training through dedicated matrices. This ensures all training is current and to prevent expiration.

PDR Construction Limited places the Health and Safety of its Employees and Customers at the forefront of everything we do. We continue to adapt and react to any legislative changes as they arise and have a key focus on the training and development of all our staff.

The careful planning and management of training and development will ensure that employees have the necessary skills, knowledge and understanding. All Managers and Supervisors hold a responsibility to ensure that their team has the necessary skillsets to meet their role and responsibilities. Equally employees are also encouraged to request training for consideration to the betterment of their personal development and overall performance.

PDR Construction Limited will make all reasonable endeavours to ensure there is equal access to opportunities for training and promotion, whilst also providing appropriate training to enable staff to perform their jobs efficiently and pursue career development opportunities when such opportunities arise. Training will be given to all staff that requires it regardless of gender, age, disability, responsibility for dependants, belief, race, religion or ethnic origins, sexuality, pregnancy or maternity and gender.

PDR Construction Limited's training and development policy is in place to provide the following through delivery of training and development to:

- Ensure that all employees operate to their full potential with the best possible skill set available
- Instil a culture of right first time where employees are encouraged to draw upon their acquired knowledge
- Provide all employees with agreed and recognised standards of performance which will form the basis of annual appraisals to deliver job effectiveness
- Ensure employees conduct their work in a healthy & safe manner
- Ensure employees conduct their work in adherence to the Company Quality Management System
- Bring all new employees up to the required working performance whilst also ensuring effective team integration.

PDR Construction Limited's Senior Management are committed to supporting the development of highly motivated employees through the above Policy Statement. This support will help to identify the learning and development needs and making available appropriate solutions through a this policy with equal opportunities for all.

This Training Policy Statement will be monitored and formally reviewed on a regular basis to ensure its continuing relevance and suitability.

Approved: *P. Dransfield*
Paul Dransfield [Managing Director]

Date: 20 . 3 . 20