

Training & Development Policy

ASW recognises that our employees are our most important asset and crucial in maintaining our status as a leading regional company in our field. As an Investors in People accredited company (since 2001), ASW is committed to training and developing all of its employees to maximise their potential and to ensure that they work in a safe and efficient manner to meet the company's aims and objectives.

Our 'Investors in People' accreditation sets out criteria for training, and alongside the CITB Training Platform, forms the basis of our training policy. The majority of training is in Health and Safety; however, professional skills and vocational training are also actively encouraged.

Employees can request training at any time which is discussed annually in their Development Review. The Development Review is used to assess whether the proposed training is beneficial both to the Company and the individual, and all training is monitored and reviewed on completion, as well as evaluated over a period of time.

Where practical, both Site and Office based staff are encouraged to undertake courses which will not only increase their skills but also aid their personal development.

The Company Training and Development programme is co-ordinated in conjunction with Directors and Managers to satisfy company needs and requirements.

Training and testing in accordance with the above programme is used by the Company as a basis to determine competence to carry out specific duties and tasks. The Company is committed to continue to develop those who have already achieved various qualifications through refresher training and further ongoing training and also to continue to train new employees to the same standards in the future. In addition to this, Equality and Modern Slavery awareness and other specialist training is provided where required. First aid training is provided so as to ensure that there is at least one certified first aid person on all sites and all Team leaders on Reactive and Responsive works.

In order to maintain knowledge and awareness of changed policy and legislation, the Company regularly sends individuals to short courses, seminars, tool box talks, safety briefings and meetings organised by professional bodies. The Company carefully monitors the participation in such activities.

Records of training and certificates are kept in individual personnel files. These are subject to regular review by the senior management team to ensure that retraining and refresher training is conducted at appropriate intervals when required.

The need for training of any individual is assessed using a training matrix which identifies minimum training and qualification requirements for various roles and a review of qualifications when they first join the Company. The need for training may be identified as a result of the introduction of new or upgraded plant/equipment, new method of work, the introduction of new regulations or legislation, Client specific requirements or as part of ongoing development. All contract specific requirements are identified at contract review stage or at ongoing review meetings during the contract.

The Company operates a review system where training and development is discussed periodically as part of an individual's overall development. Senior Management and the Site

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Management/Supervision participate in such meetings. Such meetings are also used to provide feedback from consultation with employees regarding the training and development that they feel they require in order to perform their duties effectively.

Signed:

Date: 4th January 2021

Version 6

A handwritten signature in blue ink, appearing to read 'Anthony Thomas'.

Anthony Thomas
Managing Director
ASW Property Services Limited

