

LEARNING AND DEVELOPMENT POLICY

Artic Building Services Limited is a company totally committed to providing necessary training and development to the joint benefit of both staff and service delivery.

Furthermore Artic Building Services Limited considers it a key business priority to invest in its personnel via training to ensure continuity and improvement of service, as well as enabling an efficient and profitable operation.

All Artic Building Services employees complete operational staff mandatory induction training, which includes Health and Safety, customer care and basic task training, to enable them to reach a satisfactory level of performance in their jobs.

In addition, all training needs will be evaluated and a training plan for each contract site devised, with input from the Training Manager, Site Manager and operational staff.

Where appropriate, Artic Building Services will also encourage certified and external training.

Artic Building Services Limited aims to achieve a systematic and planned approach to training to ensure that the standards of Investors in People are met at all times.

The Artic Building Services Training Policy will be reviewed at least annually to evaluate training conducted and to provide for any business change. The policy statement will be made available to all its employees through an established communications plan.

Original Signed

Original Dated