

## TRAINING POLICY

DIG is committed to undertaking its business in a manner that recognizes the importance of training and ongoing development of its employees.

Our aim is to ensure training needs are identified and provided to all employees, feedback obtained, effectiveness evaluated, and training records maintained.

Training needs shall be identified by the following means:

- Personnel performance appraisals.
- Contract specification requirements.
- Projects that require specialized tasks.
- Employee request and / or change in position description.
- Identification of skills shortages by Project Management.
- Management System requirements.

Training needs shall be reviewed as a minimum:

- As required and on a regular basis for the general workforce.
- At performance appraisal meetings for staff.
- On appointment of a new employee(s).
- On promotion of existing employee(s).

Training effectiveness, evaluation and review shall be conducted to:

- Foster a culture that values training and development, so that all employees can reach their full potential.
- Encourage length of service and loyalty of employees to the company.
- Deliver increased value to our clients and stakeholders due to more efficient, competent and innovative staff.
- Encourage employees to assist in their own development through training, to meet the needs of the company.
- Improve morale and safety and environmental awareness for the entire workforce.
- Ensure current training providers are delivering a product that meets company expectations.

Training records shall be maintained by the company or branch Administrator,

Edwin Davey - Managing Director

Signed: 