



TRAINING AND DEVELOPMENT POLICY

SWH recognises the need to constantly improve its performance through the continual development of all members of employees. Structured programmes of learning will ensure the company is able to demonstrate its commitment to having a fully competent workforce.

In order to fulfil Company objectives all employees will have an annual appraisal to evaluate their performance and to set personal and learning objectives. Individual training requirements will be identified by their Line Manager and communicated to SWH Training who will organise the Company Training Plan.

Employees attending training courses will be given sufficient time away from their normal working environment. They will not be placed on call during the course, the evening before or on the evening(s) of the course.

Where assessment is required to gain a qualification, SWH Training will organise the necessary support and training to ensure candidates are fully prepared.

SWH is committed to the CSCS and CPCS card schemes. It is the aim for all personnel, employees and subcontractors, who work on or visit construction sites to hold a valid CSCS card. It is also expected that operators of plant, whether employees or sub contractors, will hold a valid CPCS card. This is the only scheme of competence for plant recognised by SWH.

Retaining the knowledge and expertise of experienced staff is important to SWH. Alongside a range of apprenticeships offered throughout the company, SWH has also devised a bespoke modern apprenticeship in highways maintenance. SWH continues to demonstrate its commitment to succession planning and the future development of the business.

To show employees, customers and clients the importance of business performance and improvement, SWH is committed to maintaining the Investors in People standard.

SIGNED BY:

A handwritten signature in black ink, appearing to read 'Ben P.', with a horizontal line underneath it.

MANAGING DIRECTOR