

Training Policy

TRAINING POLICY

Classgrade Limited is committed in finding new and efficient ways in conducting its business and delivering an optimum service across all its service deliveries with new and existing clients and customers. In order to achieve excellence in customer service we promote a motivated workforce in managing effectively all our staff and employees.

Classgrade Limited is committed to providing our employees with effective training & career development opportunity. Annual appraisals are carried out on a 1-2-1 basis and specific training requirements and development plans are created for all our personnel, such person's line manager is responsible for ensuring that these are regularly reviewed to ensure their performance and our commitment in providing the necessary support is managed. All line managers and Directors are responsible for ensuring this process is reviewed periodically every 3 months. This review helps maintain a consistent approach in identifying future training requirements.

Specifically to site projects:

- Site inductions will be compulsory for all visiting personnel.
- Tool Box talk will be used to specifically identify and promote new working practises as well as highlighting particular high risk situations that may need individual assessment and training.
- Method Statement tool box talks will also be conducted to ensure effective and agreed methods are communicated and adhered too.
- Code of Conduct training is included in the site induction and has a separate commitment policy statement attached to it.
- Emergency Fire or First Aid Drills will be practised.
- Permit to work induction will specifically carried out and communicated to any groups that may be affected.

All training and record information is collected by the other office and communicated to our HR department at Head Office who Monitor and performance manage the directors responsible for ensuring our policies and strategies are implemented and endorsed.

Classgrade Limited does not implement a training budget limitations, as we believe that training is addressed on a need basis and should not be capped in any way. This eliminates the risk of not giving vital training, support or information in critical situations. All our Directors are responsible for ensuring all employees have all

necessary training and support in order to carry out their job and task in a safe manner as per our Health & Safety Policy and Sustainable Statement.