



The supply line to the automotive industry

TRAINING POLICY STATEMENT

The Company acknowledges its responsibility in identifying and accommodating the training and development needs arising from within its organisation. The purpose of this statement is to make known the aims, current and future intentions, to all persons employed within the organisation. The company's equal opportunities policy applies fully to the process of selection for training.

General Provisions

- a) Systematic training to meet current job requirements.
- b) Systematic re-training of employees to enable them to perform alternative occupations as necessary, or undertake revised methods of work determined by organisational changes.
- c) Systematic training and development facilities to accommodate requirements arising from the management development procedures adopted.

Procedures

1. On joining the organisation, all new employees will receive appropriate induction training to provide a fundamental understanding of the organisation's business, general operations of the particular company and function, Terms and Conditions of Employment, Health & Safety Policy, fire evacuation procedures, etc.
2. All new employees will receive initial training to enable them to adequately perform the job for which they have been engaged. Generally, initial training will be carried out on the job, but will be supervised by a suitably qualified person.
3. Employees who are transferred or promoted will, similarly, receive adequate training to enable them to be effective in their new occupation.
4. Identification of staff training and/or development needs will be formally assessed through staff performance appraisal. Because of the constantly changing needs of the organisation, a frequent formal diagnosis will take place, especially in respect of business trends, operational efficiency, legislative and economic constraints, etc.
5. In cases where formal training is paid for the Company and represents a significant investment, the employee may be asked to repay all or part of the costs in the event of them leaving the Company within a defined period. This

requirement will be detailed to the employee and agreed in writing at the commencement of the training.

Disclaimer

This Policy does not form any part of an employee's contract of employment and the Company may amend, suspend or withdraw this Policy at any time.