

## TRAINING & DEVELOPMENT POLICY

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Advanced Engineering Solutions Limited recognises the important role that its staff play in its continued success and is committed to giving all employees every opportunity to allow them to develop their personal and technical skills to the benefit of themselves and the Company.

The Company is committed to provide the necessary resources and finance to allow the future development of each and every employee to meet their full potential.



Development needs may be identified via three routes as follows:

- Informal development discussions with line managers.
- Company requirement as and when new processes or technology are introduced.
- Direct request by an individual employee.

Development and Training requirements will be lodged with the Administration Department who will prepare a schedule of training for each and every staff member on an annual basis.

The Company provides a budget for training and development which is reviewed annually based upon need.

The Company operates an equal opportunities policy, and all staff will be eligible for training and development.

The Company operates an induction process to ensure that new employees or those that change jobs are given sufficient instruction to allow them to settle into their new work quickly, easily and safely.

A handwritten signature in black ink, appearing to read 'Simon Holden'.

**Simon Holden**  
**General Manager**  
**8 March 2024**

Review Date 8 March 2025