



Training Policy

FOR

FOX MICO LTD

130 HUDDERSFIELD ROAD
DIGGLE
OL3 5NU
01457 239166



TRAINING POLICY ISSUE & UPDATES

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Training Policy Of Fox Mico Ltd

Introduction

Fox Mico Ltd recognises the contribution employees make to its success. It also recognises that to maintain a committed and competent workforce, it needs to ensure that there is adequate training and development provided for all employees.

Objective

The purpose of the companies training policy is to ensure that:

- employees are properly trained & qualified in the skills they need to carry out their present jobs at a standard acceptable to the company and its customers;
- employees are provided with the skills they may need for changes in the way jobs are carried out;
- as far as possible, employees are encouraged to develop their skills and talents to enable them to progress within the company and reach their full potential.

The company is committed to making the most effective use of the talents, skills and abilities of its workforce and to helping all employees maximise the contribution they can make. To demonstrate its commitment, the company has formalised its training through this policy statement and through the allocation of specific budget resources.

Opportunities for training will be based on an assessment of employees' development needs, irrespective of their sex, age, marital status, disability, race, colour, ethnic or national origin or sexual orientation.

Implementing the policy

Advice and guidance on any aspect of the companies training policy is available from the head of training.

The head of training will keep records of all training carried out by all employees. Monitoring the need for any further training or up-dating of training that may be required.

Our Quality Assurance Policy is reviewed annually and this Statement may be subsequently updated. A copy of the Statement is displayed at all our site office locations.

Signed on behalf of
Fox Mico Ltd:

Craig Fox (Director)

Date

04/09/2014