

## Staff Development Policy

Watkin Jones Group values its employees and understands the significant part they play in the Company's continued success. We appreciate the importance in developing employees and providing flexible training and development solutions. All staff are engaged in continuous learning to enhance their performance in their current roles and to support career progression and succession planning.

Our staff development reviews remain a core element of individual and team development. We operate a People Development Framework programme aimed to support staff at all levels. Our objective is to ensure all employees are committed, motivated and competent.



### Training Attendance

Training is mandatory for staff where there is a legal requirement, for example health & safety.

Staff may only be excused from in-house training by a Main Board Director with a minimum of 48 hours notice given.

## **Training Evaluation**

Carrying out an evaluation of the training provided by the Company will ensure its effective implementation within the workplace. Web based questionnaires are completed for all internal training activities. Divisional Communication Forums and Focus Groups are also an opportunity for staff to collectively discuss training needs in-line with the objective of the division.

Implementing this policy is the responsibility of the Training & Development team along with employees also taking responsibility for their own development. This policy will be reviewed on an annual basis.

Revised 2018

