**Training and Development Policy**

December 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to training and development. This policy is to ensure employees can deliver the appropriate products and services to customers and achieve business objectives. It is essential that all employees are highly motivated and fully trained to perform their roles to the highest levels.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

Principles

The Company recognises that its employees are a principal asset. The responsibility for the development of relevant skills and experience and the acquisition of appropriate qualifications is shared between employees and the Company. The Company will support employees in the pursuit of relevant qualifications and will also provide relevant training and development opportunities for you.

# Induction Training

Employees will be given a comprehensive induction training within the first few days of employment and the purpose of this training is to welcome and introduce the employee, to assist the employee to familiarise themselves with their new surroundings, to train the employee in relevant Company policies and procedures; and to train the employee on any systems they may be using during their employment.

# Development/Training Plans

In order to focus attention on the agreed areas of skills, education and personal development, a development or training plan may be put in place. These will be agreed as part of an employee’s annual appraisal and the possibilities available. The plan should document the agreed training and development activities and should be agreed at each Performance Review and regularly updated.

**In-House Training**

The Company organises a comprehensive range of relevant training programs in the areas of management, interpersonal and technical. Other specialised training needs will be considered by your line manager and the People Team.

**Company Support towards Professional and Education Qualifications**

The following provisions are totally discretionary and do not constitute a contractual entitlement.

**Examination Leave**

The Company may grant paid leave on the day of examinations and also an additional one day's revision leave per examination.

**Study Leave**

Employees will normally be expected to study in their own time. In exceptional circumstances, line managers may agree appropriate study leave at their discretion.

**Tuition Fees**

The Company may pay tuition fees in part or whole for a relevant professional course or qualification. Approval for such funding should be sought from the line manager and training budget holder in the first instance.

**External Training Courses**

From time to time the Company may pay for employees to attend external training courses. Only courses that are properly requested and authorised will be funded out of the Company training budget.

**Internal Training Courses**

Internal training courses are designed to support employees’ performance and develop their skills and capabilities; therefore, every effort must be made to attend. Cancellations made within two weeks of the course date will result in a fine being made against the **property** of the employee.

**Professional Subscriptions**

The Company will reimburse the annual subscription for membership of relevant recognised professional bodies if the employee’s line manager agrees that membership of the professional body is beneficial to the Company. Employees should pay the subscription and claim reimbursement through expenses.

**Claims Procedure**

Any relevant fees, examination expenses and professional subscriptions that have been paid direct may then be claimed through expenses. Cases of potential hardship or other extenuating circumstances should be referred to your line manager.