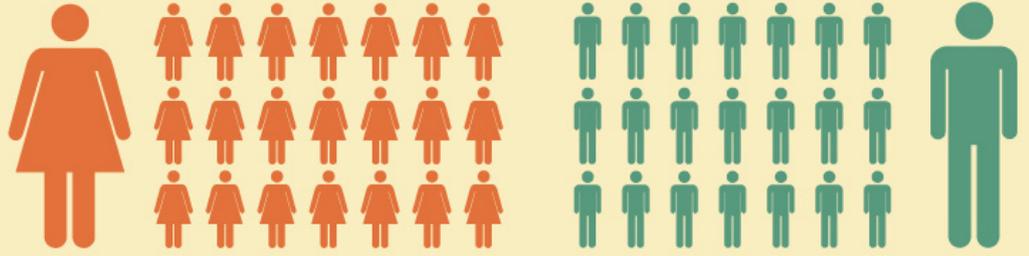


# TRAINING

## POLICY STATEMENT



### Policy Statement:

Rev 3

### Issue Date:

10/01/2017

### Signed:

EAMONN LAVERTY

Managing Director

McAleer and Rushe recognise that our employees, in whatever their capacity, are our greatest asset and their training and development is fundamental in creating a culture of safety and quality that shapes the future success of the business. The Company is committed to employee training and development so that the individual will gain the necessary skills to reach their full potential, and contribute to the achievement of Company objectives.

The Company believes that training and development will result in increased knowledge, competence, and skill levels throughout the Company, which in turn will enable each individual to make a positive contribution to overall business strategy which includes anticipation of, and readiness for, future challenges. The benefits from training and development of employees include:-

- greater understanding of the Company's business
- higher standards of work performance
- increased competence in their role within the Company
- sharing of ideas and dissemination of good practice
- effective management and implementation of change
- encouragement of team spirit
- increased motivation and job satisfaction for the individual

Directors and line managers within the Company are responsible for assessing the training needs of employees by way of training needs analysis, annual performance review, and requests from employees. Once identified, the training needs are met by appropriate external or internal courses in conjunction with relevant work experience.

The Company implements a training programme to ensure that all employees are experienced, competent, and have achieved recognised qualifications in accordance with the requirements of their position. The training programme is reviewed regularly by top management in the light of changing technologies, market requirements and industry standards.

As part of the Company's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information is used to assess and improve the training process.

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