



Training and Development Policy

Policy Statement

Johnston Vulcanising and Services Ltd. is committed to providing ongoing training and development opportunities for all employees to enhance their skills, knowledge, and performance. This policy aims to ensure compliance with UK law, including the Health and Safety at Work Act 1974 and other relevant legislation, to support the company's operational needs and promote personal and professional growth.

Scope

This policy applies to all employees of Johnston Vulcanising and Services Ltd., including those involved in quarrying, vulcanising activities, construction projects, and office operations in the UK.

Responsibilities

- **Senior Management:** Ensure the provision of necessary resources for training and development and promote a culture of continuous learning and improvement.
- **Training and Development Officer:** Oversee the implementation and monitoring of training programs, conduct training needs assessments, and provide guidance and support.
- **Managers and Supervisors:** Identify training needs within their teams, facilitate employee participation in training programs, and ensure the application of learned skills and knowledge.
- **All Employees:** Participate in training and development activities, apply learned skills and knowledge to their work, and identify further training needs.

Procedures

1. **Training Needs Assessment**
 - Conduct regular assessments to identify the training and development needs of employees.
 - Use performance reviews, job analysis, and feedback from employees and supervisors to inform the assessment.
2. **Training Plan and Programs**
 - Develop an annual training plan based on the identified needs and company objectives.
 - Offer a range of training programs, including health and safety, technical skills, leadership, and personal development.
3. **Health and Safety Training**
 - Provide mandatory health and safety training to all employees to ensure compliance with relevant legislation and promote a safe working environment.
 - Include training on the use of Personal Protective Equipment (PPE), emergency procedures, and hazard recognition.
4. **Technical and Skills Training**



- Offer technical training specific to quarrying and vulcanising activities to enhance job performance and productivity.
 - Include training on equipment operation, maintenance procedures, and industry best practices.
- 5. Leadership and Management Development**
- Provide leadership and management training to develop the skills of current and potential managers.
 - Include training on effective communication, team management, and decision-making.
- 6. Personal Development**
- Support personal development by offering training on topics such as time management, problem-solving, and interpersonal skills.
 - Encourage employees to pursue relevant external training and professional qualifications.
- 7. Training Delivery**
- Deliver training through a variety of methods, including classroom sessions, online courses, on-the-job training, and workshops.
 - Utilize internal and external trainers with expertise in their respective fields.
- 8. Evaluation and Feedback**
- Evaluate the effectiveness of training programs through feedback, assessments, and performance improvements.
 - Use feedback to continuously improve the training and development offerings.
- 9. Record Keeping**
- Maintain accurate records of all training activities, including attendance, completed courses, and certifications.
 - Ensure records are accessible and compliant with legal requirements.
- 10. Monitoring and Review**
- Regularly monitor and review the training and development policy and procedures to ensure they meet the needs of the company and employees.
 - Update the policy and training programs as necessary to reflect changes in legislation, industry standards, and company objectives.

Commitment

Johnston Vulcanising and Services Ltd. is dedicated to fostering a learning environment that supports the continuous development of our employees. We believe that ongoing training and development are essential for individual growth and the overall success of the company.

Contact

For any questions or concerns about this policy, please contact Aaron Johnston by email at Aaron@jvsuk.co.uk or call 07495 376466.

Signed on behalf of Johnston Vulcanising and Services Ltd.

Name: A Johnston

position in the company: C.E.O

Signature:

Date: 24th March 2024

A handwritten signature in black ink, appearing to be 'A Johnston', written over a light blue horizontal line.