



# Employee Training Policy

## 2022-23

### **General / Additional Training**

Sunter Ltd is committed to the development and training of its employees. All employees have the opportunity to train in various subjects relevant to their trade. If the need arises training outside the individual's trade will be assessed and sanctioned if required.

Sunter Ltd will provide adequate resources to ensure that management and supervisory staff are kept up to date with legislative and statutory requirements as they affect the business, changing working practices and all other measures to ensure that the company maintain the highest standards at all levels of its activities.

Sunter Ltd will provide adequate resources to support its training plans and thereby ensure that its employees are registered under the CSCS.(99% of current employees already hold the relevant CSCS Cards) new employees will be put forward for the CSCS at the earliest possible time.

Sunter Ltd will monitor and review periodically all employee needs for training and act accordingly.

All training will be free of charge to employees, if day release courses are required the employee will be paid at his/her usual rate of pay during their time away from work.

### **Health, Safety & Environmental Training**

Training is paramount across all sectors of the business. Sunter Limited take its responsibilities to provide suitably trained staff seriously and have in place a robust training system.

#### **Online Training**

Employees all have unique log-in details to an external Training provider portal (iHASCO) where they can log in and complete training on various subjects.

This training is annually refreshed and monitored by the H&S Manager for compliance.

#### **Physical Training**

In addition to online training, physical raining courses are carried out covering various topics. These are carried out at Training providers premises.

#### **Toolbox Talks & Safety Presentations**

The H&S Manager carries out toolbox talks covering relevant topics. These are carried out on a monthly basis. This will be either done on-site or in the Training/Conference Room at Head Office.

Toolbox Talks on site will be short informative information on subjects that you come across on a daily basis.

If any employee has a subject that they would like additional training on, please contact either the Site Manager or the Safety Manager for more information.

### **Statutory Training**

Within the activities carried out by The Company, certain trades require training that is statutory to their trade. (eg...Gas Safe). Employees who require this training will be given the required training by the Company; this training will be free of charge.

**Policy Date: March 2022**

**Planned Review Date: March 2023**