



TRAINING POLICY STATEMENT

The Quinn London Ltd Board of Directors are committed to ensuring that all employees receive adequate training in order to be competent in their roles and responsibilities and be able to plan and carry out their work safely and without risk to themselves or others.

To this end, it is our policy to ensure that training is a continuous process which embraces all levels of employees with the following objectives:

To provide company induction training for all new employees, including agency staff, and for those transferred to new jobs.

To provide site inductions to all who will be working on our projects. This includes agency temps, work experience students and sub-contractors.

To ensure that our sub-contractors have the necessary skills and competence to carry out their contractual duties.

To provide job skills training and development opportunities (CPD) for all company employees to ensure that they are fully equipped to reach an agreed satisfactory standard of performance.

To provide training for all staff to develop their levels of competence, through internal or external standards.

To assist managers and supervisors to develop their managerial skills.

To provide guidance and practical help to managers and supervisors in techniques required to train and develop staff.

To give all employees the opportunity of discussing their performance and development with line management on a regular basis (at least once a year).

To evaluate any action taken on training and development, at both organisational and individual levels, and to use such evaluation to help determine future training needs.

To link the development of staff with the objectives of the business

Employee duties

Employees are expected to cooperate with the employer fully with regard to attending health and safety training courses (HASAW etc Act 1974, Section 7(b)). We expect that all reasonable effort will be made to attend a course, but if this is not possible, that we will be notified well in advance. Should an employee fail to attend a course which is a legal requirement, without good reason, we retain the right to treat it as a disciplinary matter which may result in costs being recovered from the employee.

This policy applies to all employees of Quinn London;

Gerry O'Connor

A handwritten signature in blue ink, appearing to read "Gerry O'Connor".

Pat McGrath

A handwritten signature in black ink, appearing to read "Pat McGrath".

Joint Managing Directors

Date: 30 September 2024