

## **Hill & Smith Holdings PLC ("Hill & Smith" or "the Company")**

### **Human Resources -Training and Development Policy ("the Policy")**

#### **Policy Statement and Supporting Principles**

This Policy has been developed in line with the Company's overall vision and strategy and reflects a belief in the need to develop all employees, whether employed on a full- or part-time basis. It is based on the principles that the Company:

1. Thinks of its workforce as an asset as well as a cost, and believes that it should invest in that asset;
2. Believes that all its employees have the potential to grow, both in their work role and personally, and it shall endeavour to provide opportunities for this growth;
3. Considers it appropriate to base such training and development opportunities on the requirements of the business, and decisions about investment in employee training and development will be made accordingly;
4. Believes that responsibility for training and development should be shared between the Company and its workforce;
5. Will ensure that appropriate procedures are in place to plan, deliver and evaluate training and development activity;
6. Wants to empower its employees to take ownership of their own development, with support from their managers and the Company as a whole;
7. Believes that its line managers have a key role to play in people development;
8. Reviews regularly its overall level of investment in employee training and development to ensure that adequate and appropriate resources are provided;

This Policy should be read in conjunction with the Training and Development Procedure of the relevant operating business.

#### **Adoption and Review of Policy**

This Policy has been adopted by the Board of Hill & Smith Holdings PLC and is available on the Company's website [www.hsholdings.co.uk](http://www.hsholdings.co.uk).

As systems develop, it will be necessary regularly to review this Policy. Employees will be informed if there are any changes that might affect them.

The Company will monitor and update this Policy regularly, at least every twelve months, to ensure that it continues to be relevant and effective.

**Approved by the Board of Directors of the Company on 1<sup>st</sup> February 2007**