DEMETER ENVIRONMENTAL LTD

Training Policy

Training Policy Statement

DEMETER ENVIRONMENTAL Ltd is dedicated in maintaining the high level of competence and skills of its staff, to ensure a consistent approach and delivering the highest standards of service to our clients. To achieve this objective we have adopted a positive approach to staff training through the following measures:

- 1. Staff qualifications and experience are reviewed on an annual basis in line with our Quality Management System. A condition of these Standards is to ensure staff competencies and training requirements are audited.
- 2. The qualifications, training and experience required for the management of individual jobs are assessed on a job-by-job basis ensuring that suitably qualified staff supervise projects.
- 3. Where shortfalls in a member of staff's knowledge is identified appropriate training is made available.
- 4. Staff are encouraged through further education and continual professional development to update their training and competency levels.
- 5. Feedback is provided to all staff on completion of a project.
- 6. All staff performance by is reviewed at the management meeting to ensure continuous development takes place.
- 7. Where appropriate, attendance at technical seminars and life skills events is encouraged.
- 8. Health and Safety training is provided during induction and on a regular basis.

DEMETER ENVIRONMENTAL Ltd will continuously review the policy to ensure it is appropriate and that it is working effectively, in doing this DEMETER ENVIRONMENTAL Ltd will consult with trade unions and staff representatives, particularly with regard to any proposed amendments to the policy contents

Signed:

Position: Director.....



Brighton Office: 36 The Cliff, Rodean Brighton, BN2 5RE Tel: 01273 741 727 Fax: 0871 900 5927