



Hazgreen Limited - Training and Development Policy

Hazgreen supports and promotes the development of its staff as a key contributing factor in the overall development of the company's services. Hazgreen believes that investing in its employees produces positive benefits for all its staff and customers.

1. Induction Training

All Hazgreen's employees will be given induction training as a new employee with the company and if they are transferred to another position within the company

The purpose of the induction training is to.

- (i) Ensure that new employees can start work effectively and safely
- (ii) Check that essential information and documentation has been exchanged
- (iii) Introduce new employees to the company colleagues and work environment

2. Employee Development

2.1 Good quality training and opportunities for employee development are ingredients that set the best employers apart from the rest, to assist employees with career development the Company encourages training, suited to individuals and their role in the organisation.

2.2 Hazgreen believes that training and development is a continuous process. There is an expectation that staff will keep abreast of developments within their own area of expertise, and all staff are encouraged to undertake development activities throughout their working lives.

2.3 The responsibility for identifying training and development needs and carrying out agreed training and development activity is shared between the Line Manager and member of staff. Hazgreen will encourage and support appropriate training and development by allocating appropriate training time and offering reasonable financial support.

2.4 Line Managers are responsible for providing support and guidance in relation to the training and development of those reporting to them, particularly in relation to the identification of training and development needs and making sure that appropriate action can be taken as a result.

2.5 Each member of staff is expected and encouraged to take responsibility for their personal development in relation to their work, within the framework of support provided by Hazgreen. This includes analysing one's own skills, aptitudes and potential, development needs, as well as having a positive attitude and proactive approach to development.

3. Performance Review

Hazgreen is committed, through its performance review process, to the creation of training and development opportunities for all staff and will work to ensure equality of opportunity across all training and development activity.

The training and development policy provides a framework within which decisions can be made and supported with regard to the development of individuals.

Signed

A handwritten signature in black ink, appearing to read 'Marc Todd', with a large, sweeping flourish underneath.

Marc Todd
Managing Director

Date: 1st May 2020