



Training and Development Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

The Company recognises the crucial contribution of our workforce in the achievement of our aims and objectives and is committed to supporting the development of its employees.

This policy applies to all employees who work for the Company and our training and development opportunities will be planned with diversity in mind, aiming to minimise barriers to participation and to ensure employees have equal access to opportunities which are relevant to their role and development needs.

The Company recognises that barriers may include travelling distance, event scheduling, the personal commitment required to complete training, and the training methods used. The Company will endeavour to take these into account when planning /delivering training activities.

Principles

This policy is a statement of intent, and our overall approach to training and development seeks to:

- Offer employees a relevant, rewarding induction appropriate to their job role.
- Provide employees with regular continuing development which maintains skills in key competence areas and helps prepare for new roles and changing responsibilities.
- Encourage employees to reflect on their performance and identify their own development needs through processes such as support, supervision & annual review.
- Establish individual development plans for each employee which reflect the Company’s needs and their own aspirations.
- Support employees to gain professional, academic or vocational qualifications which are required or desirable for the role they perform.

Evaluation

The Company believes it is critical to compare training and development objectives with outcomes to assess how far the development activity has achieved its purpose.

Training and development activity will be evaluated to ensure that appropriate development activity has been undertaken. Evaluation information will be used to review and improve the quality of the training provision. Evaluation will also be used to ensure employees are benefiting from these activities to improve their overall effectiveness at work, and to ensure the financial commitment made by the Company in employee development is well invested.

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Policy Review

This policy will be reviewed at least annually or sooner in the event of legislative or regulatory changes. All amendments will be communicated throughout the Company.

Signed By: ***Muhammad Khan***

CEO of SUPREME FACILITIES LTD

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