

EcoServ Group - Training Policy

Introduction

This policy outlines the responsibilities of the company towards its employees and the training that will be provided, internal and external, as well as the responsibilities of employees who are undertaking training. Individual circumstances vary and it is possible that not all training needs will be met by this policy. However, we will apply due diligence to ensure that, wherever possible, all training needs are met.

Undertakings

- The company is committed to employing the right people with the right skills for the duties that they are required to undertake. Where necessary, we will arrange or provide training to ensure that staff are competent and confident to carry out their work responsibilities.
- We will adopt a systematic approach to the identification, production, delivery and evaluation of training to ensure that all skills, knowledge and performance standards are achieved and maintained in a cost-effective manner aligned to current and future business needs.
- We will support the Group with a central training function that establishes standards, manages the utilisation of training facilities and we will also work with our external training partners to achieve these aims. This will enable effective governance of training activities through the Group.
- We will establish the overall strategic vision for training and provide effective communications and integration of training matters across the Group to ensure that our training programmes contribute to both business success and personal development through the establishment of an effective evaluation process.
- We will work with our clients where necessary, to ensure that our employees receive the appropriate level of local 'on site' training.
- The company will maintain records of all training undertaken. This will help us to identify all the skills available within the company, and also as regards when a training update may be required and where skills may be lacking (and, therefore, when further training may be required).

New Members of Staff

All new recruits to the organisation, are required to complete induction training. The induction programme aims to equip all new members to our team with an understanding of:

- the company and the general day-to-day systems that are in place;
- procedures specific to the role of the new employee;
- essential health and safety requirements, including the procedures for foreseeable emergencies;
- the confidentiality of company information; and
- other formal policies.

The induction programme is reviewed regularly and updated in line with current requirements. Induction training may take place over a period of time depending on the nature of the post and the existing skills of the new recruit.

A handwritten signature in black ink, appearing to be "JH Beukes".

Jean-Henri Beukes
Chief Executive Officer
4th January 2021

