

1. Introduction

John Graham Construction Ltd (“GRAHAM”) is committed to the development of all its employees to support them to achieve their full potential. The Company recognises that its people are its most valuable resource and that one of the best ways to invest in them is through a planned and professional approach to training.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-JGC@graham.co.uk

2. Policy Statement

This policy is intended to provide a basic framework for the different methods GRAHAM employ to ensure all employees have access to developmental opportunities which meet both organizational and personal objectives. GRAHAM want to ensure that all training is planned, delivered, and evaluated to the highest standard. We pride ourselves on quality and ensure that all activity related to organisational learning is regularly reviewed to ensure continuous improvement and maximum value add to individuals and the business.

3. Scope

This policy applies to all employees across the organization and deals with general developmental activities.

4. Purpose Of Training Within GRAHAM

GRAHAM believe that the provision of high quality, relevant, clearly targeted training will result in many benefits for the both the Company and for individual employees.

4.1. Investment in training initiatives can help the company achieve a competitive advantage. The Company is therefore committed to on-going training investment as a key strategic driver enabling the company to meet its business objectives. Some of the specific benefits which training is expected to achieve are:

- Employees who feel valued by the company will be more strongly committed to helping the company achieve its objectives.
- Better induction will mean new employees will become effective more quickly as learning times are reduced.
- Future HR planning needs of the organisation will be identified and suitable candidates for succession prepared for potential promotion.

- Employees become more aware of the aims, goals and values of the organisation and the contribution they can make within their own role.
- Educating employees on new construction techniques/future industry skills development will maintain GRAHAMs competitiveness.
- Job and task flexibility are encouraged.
- More effective working methods and techniques drive a culture of continuous improvement.

5. Equal Opportunities

- 5.1.** The company seeks to meet its Equal Opportunities obligations by providing fair access to employment and training opportunities for all employees.
- 5.2.** All employees, including part-time and temporary will receive appropriate induction training.
- 5.3.** All employees will receive all necessary training to meet statutory legal requirements in relation to health and safety, equal opportunities, data protection etc.
- 5.4.** All employees have the right to request time to train or study using the procedure at 6.0.
- 5.5.** Criteria for company sponsorship of Further Education courses are detailed in the Further Education Scheme Policy.
- 5.6.** Current disciplinary sanctions against an employee may eliminate opportunities for developmental training outside of what is required to conduct the job role safely and effectively.

6. Employees Requesting Training

- 6.1.** Employees wishing to undertake training or study should submit a request to their manager, setting out the business and personal benefits of the training/study. The relevant Director will make the decision on whether the request is to be granted.
- 6.2.** The company reserves the right not to approve a training request. There is no obligation on the company to pay for training or study. Where the company decides not to pay for training they may, in certain circumstances, allow an employee to have time off without pay to train or study at the employee's own expense.
- 6.3.** Where the company does not approve a request for time off to train or study the manager will arrange to meet with the employee to outline the reasons for the decision. Employees will have the right to be accompanied at such meetings by either a fellow employee or representative of a Trade Union of which they are a member and will receive confirmation of the decision in writing.
- 6.4.** Where a request has not been approved the employee has the right to appeal the decision. The appeal must be made in writing within 14 days of the employee receiving official confirmation of the decision. Appeals will be heard by a Senior Manager and the Human Resources Manager. The decision made at the appeal stage will be final.

7. Roles & Responsibilities

7.1. Employee:

- To constantly seek opportunities for self-improvement. Most needs will be addressed by on-the-job learning or from selected external training courses, as appropriate.

7.2. Manager:

- To manage learning opportunities through on-the-job coaching and identifying potential external training courses that would be of benefit to the individual and the business.
- To keep up to date with developments within the industry and developmental opportunities to meet these demands.
- To carry out a regular CONNECT review of all staff.
- To ensure all training procedures are followed effectively to ensure accuracy of information and maximization of available grant.

7.3. Learning and Development team:

- To monitor the complete training and development policy and procedures and regularly review their effectiveness.
- Collect, analyse report on training data with regards to diversity and inclusion and develop plans to ensure fair access to development opportunities.
- To keep abreast of developments within the Training Industry and to advise Directors and Managers on the implementation of training within the organisation.
- To seek ways of improving the training and development function throughout the company.