

# TRAINING POLICY STATEMENT

It is the stated aim of Steel & Alloy Processing Limited to be a world class supplier to the U.K. and European markets and “our objective is to listen, react and then implement successful systems/processes to improve personal/team development, communication and the morale of all Steel & Alloy Processing employees.”

Our success depends upon investing in our people. Through seeking continuous improvement we have developed our systems and processes in line with the National Standard for People and Business Development – Investors in People. This provides the link between individual and organisational growth and aligns Steel & Alloys business needs with learning and development.

Our people are our greatest asset and for the company to achieve world-class status everyone has to perform effectively through structures/planned development activities, effective support and excellent communication channels. We aim to achieve this by:

**Induction** – Starting a new job is a demanding and often challenging experience and the benefits of induction help the new employee to become fully integrated into the organisation as smoothly and quickly as possible. It is recognised that the early days of employment can be crucial for forming relationships within the workplace, and the company tries to facilitate this using a detailed checklist of key points. A follow-up meeting is held after the first week with the HR Manager who ensures that all of the key elements have been covered and further meetings arranged during the first six months to ensure the successful completion of the probationary period.

**Appraisals** – Every employee is appraised annually. The aim is to review performance over the last 12 months and to set objectives for the next year. Skills are assessed and any training received over the last year is reviewed and evaluated. If any further training is required this will also be discussed in the appraisal and booked during the following 12 months.

**Team Briefs** – Every month a Team Brief is collated giving information on the company’s performance over the previous month. Details include financial, sales, quality and personnel issues as well as comments from the Managing Director. Each month Line Managers go through the Team Brief with their staff and answer any queries which may arise.

**Works and Staff Committee** – Each month a Works Committee meeting is held and separately a Staff Committee meeting as required. These are attended by the relevant Directors and Representatives of the employees. Various issues are discussed and information relayed by other colleagues. If employees have any issues they wish to raise at these meetings this is done via their respective representative.

**Information Boards** – Information Boards are located within the company showing information including: photographs of personnel, skills matrix, departmental production records, First Aiders, Fire Marshals, certificate.