

## STAFF TRAINING AND DEVELOPMENT POLICY

Exploration and Testing Associates Limited recognises the importance of having a skilled workforce in order to achieve strategic and operational plans and is committed to providing an environment that is conducive to effective performance and promotes training and development opportunities for all staff.

We are committed to providing quality, safety and environmental training to our employees and are also committed to meeting the demands of the particular industries we serve to meet our contractual requirements by providing training and assessment to all employees aligned with our client requirements.

It is the policy of Exploration & Testing Associates Limited to provide a framework for training and development that ensures staff have the necessary competencies to carry out their role. There will be equality of opportunity for all employees to develop their knowledge, skills and abilities through a blend of learning methods including mentoring, coaching, on the job learning, in-house training courses, external training, conferences and seminars.

The training needs of staff will be identified through Performance Management and Operational Planning in line with best practice and legislative guidelines to provide health, safety and environmental training.

Exploration and Testing Associates Limited will select and procure externally accredited training and development opportunities for all staff and evaluate the effectiveness of training and development in line with employee and business performance, client and third party feedback.

Exploration and Testing Associates Limited promotes continuous professional development and will encourage line management to continually review and support their staff training and development needs.

The company will have systems in place for the effective selection recruitment, induction, ongoing review and recording of employee training and development. A training database will record and flag up qualification expiry dates and communicate with line managers and staff on the arrangement for further training.



**K O Marsh**  
Chairman