

# Staff Training & Development Policy

We are committed to the ongoing training and development of all staff. Our staff are the key to our business and their effort, commitment and attitude to work and to safety are critical to the delivery of our services and to the growth of our business through increased sales and enhanced reputation. Our continued success relies heavily on the quality of our recruitment, the retention of our staff's knowledge and experience and on the continual development of their skills.

We will manage this through our Staff Training and Development Plan which is led by the Managing Director and senior management team.

The cornerstones of this plan include:

- Providing suitable time, resource and finance to ensure appropriate training is available to all
- Encouraging staff to pursue training in order to develop and further their careers
- Ensuring that training is available to all and that no less favourable treatment is given on the basis of gender, age, sexual orientation, disability or religious beliefs, or any other unlawful criteria or circumstance
- Enabling staff to develop new skills in their current and future roles so that they are equipped to deal with change and advancement
- Ensuring that through the capabilities and attitude of our staff we remain ready as a company to meet the competing demands of the rail industry

This policy and its supporting objectives and targets will be communicated to all workers, customers, suppliers and contractors and also to the general public where appropriate.

This policy will be reviewed at least annually for effectiveness.



**Gary Beeston**  
Managing Director