

# Training and Development Policy



Murray Building Services is committed to fostering an atmosphere of professional growth and development of all members of staff.

Murray Building Services will:

- Seek to recruit suitably qualified and experienced staff .
- Provide training opportunities for up-dating existing skills on a regular basis.
- Keep abreast of all new and changing regulations and invest in appropriate training eg health and safety requirements etc.
- Hold individual staff appraisals on a regular basis, during which training needs will be discussed.
- Have an annual review of all training needs.

Signed .

A handwritten signature in blue ink, appearing to be 'M. S.', is written over the 'Signed .' text.

Date

12<sup>th</sup> December 2015

Designation: Managing Director