



POL/010

Integrated Management System

Last Review: 12<sup>th</sup> May 26

Next review: 12<sup>th</sup> May 27

### **Training and Development Policy**

H&M Security Services Ltd is fully committed to the continuous development of its staff, in the same ways as we continuously develop our services. This will be achieved by helping all staff identify and meet their own job and business related development needs. This policy will ensure that we have the adaptability and flexibility to thrive and succeed as a business. To do this, all line managers, through the Performance Review process, will:

- Ensure that staff have a level of knowledge and skill to fully perform their role.
- Encourage staff to develop within their current role.
- Look for potential and find ways for staff to demonstrate potential.
- Recognise and reward staff development (utilising it wherever possible).
- Create a learning culture by providing opportunities for learning.

Training should not be viewed purely as “attending a training course”. There are a variety of different methods that can be used to help train and develop individuals and HR be happy to help individuals and managers select the most appropriate method. For example, using open learning materials; computer-based packages; videos; e-learning; and reading literature, to name but a few.

H&M Security Services Ltd recognises the need for everyone to learn and develop their skills on a continuous basis and will support individuals to help them achieve this. Equally, H&M Security Services Ltd expects individuals to take on some responsibility for their own self-development. For example, identifying suitable training activities (with the help of line managers and HR) and adopting a flexible and positive approach to any training and development that is identified with them.

Funding for training and development will be paid from a central training budget; therefore the Managing Director must approve any training and development that involves a financial cost before any financial commitment is made. Applications must be made in writing to the Managing Director directly. All training will be assessed post training for suitability and effectiveness.

Signed by:

A handwritten signature in black ink, appearing to read 'Ian Henderson', written over a horizontal dotted line.

**Ian Henderson**  
**Managing Director**  
**H&M Security Services Ltd**