



TRAINING & CONTINUING PROFESSIONAL DEVELOPMENT POLICY

It is this Company's stated intention that all employees, both site and office based, are provided with adequate training and professional development opportunities to ensure the continuing success of the company.

Each employee shall have a Personal Development & Training Record that shall be updated regularly. These shall be reviewed for each individual on an annual basis and shall form part of the yearly appraisal process to identify further areas of personal development & training requirements.

The Company shall support identified training needs of each employee through assistance with course fees and paid study leave where appropriate.

The Company Training Officer has particular responsibility for Training & Personal Development and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The Management and Staff of the Company will monitor the operation of this Policy.

This STATEMENT of GROUP POLICY will be displayed prominently at all workplaces. The policy will be brought to the attention of all employees and self-employees. The organisation and arrangements for implementing the Policy will also be available at Head Office for reference by any employee as required.

The Company Training & Development Policy will be reviewed as required when new or changed legislation occurs, or should there be a change in the Company's activities.

Scott Hadden

**Chairman & Managing Director
Hadden Construction Limited**