



## Recruitment and Training Policy

### GENERAL STATEMENT OF POLICY

Atlantix Construction Limited is committed to ensuring that in recruiting and training its employees, the requirements of the business, the requirements of current legislation and the required performance of the company are fully addressed.

#### Recruitment

The Managing Director shall, at least once annually, examine the resources within the company and the expected work loads, work types and support services and ensure that an adequate level of resource is always available – taking into account fluctuations and variations in contract details.

Office personnel, site management and site trades operatives shall be recruited in accordance with the company's Equal Opportunities Policy and senior management shall use appropriate skills evaluation, interview mechanisms and references to ensure that applicants fully meet the expected performance levels of the company. Where appropriate, the company shall utilise external resource providers to provide access to appropriate and competent applicants.

In order to ensure that appropriate personnel are brought into the company, a probationary employment period shall be utilised and every effort made to obtain a true measure of the individual's abilities and performance prior to full engagement.

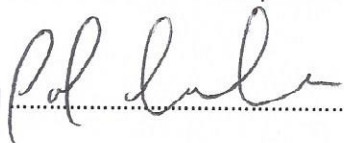
#### Training

The company recognises that competence in all areas of the business is essential to the provision of a service which meets the necessary quality and health and safety standards. To this end, the senior management shall ensure that all personnel are given company induction training, on-site induction training and ongoing competence improvement or renewal training.

A matrix of competence and planned training shall be maintained by the main office personnel and the Managing Director shall review the training requirements on an annual basis. Where further training or refresher training is required, arrangements shall be made with an approved provider for the necessary training and evaluation.

Training shall be available for all members of staff in accordance with the company's Equal Opportunities Policy.

The Managing Director has ultimate responsibility for the contents and implementation of this policy, and will review and update the policy on an annual basis.

Signed .....

Review Date: 20<sup>th</sup> November 2017

P Tolan  
Managing Director  
Atlantix Construction Ltd

## Responsibilities

In order to ensure satisfactory implementation of this policy, the responsibilities detailed below shall be carried out.

### *Managing Director*

The Managing Director is responsible for:

- Informing all staff of the provisions of the Recruitment and Training Policy;
- Ensuring that the Recruitment and Training Policy and other associated policies are applied consistently and fairly by managers;
- Providing managers with information on the policy and its implementation and expected work loads in order to ensure appropriate recruitment and training is carried out;
- Maintaining recruitment and training records;
- Providing the necessary resources – financial and others – to ensure the policy is fully implemented;
- Reviewing the policy annually;

### *Managers*

Managers within the company are responsible for:

- Ensuring that employees are made aware of the company's Recruitment and Training Policy at induction;
- Ensuring that the policy is followed using correct recruitment methods – interview, references, etc;
- Carrying out the recruitment process in accordance with current legislative requirements – Equal Opportunities;
- Providing recruitment and training requirements and associated information to the Directors in a timely manner;
- Ensuring that employees are consulted on any training requirements and plans;
- Making all reasonable efforts to support employees whose level of performance at work may need to be improved by further training;
- Carrying out training at site level – toolbox talks, etc;

### *Employees*

It is the responsibility of the employee to:

- Take personal responsibility for carrying out work in accordance with the training they have been given;
- Providing information on current training, qualifications, experience, references, etc as appropriate for the recruitment interview and associated administrative purposes;
- Attending training courses as planned by management;
- Keeping the records of their training in an appropriate manner so as to be available on site if requested ;
- Identifying any concerns or shortfalls in training that may affect quality or health and safety at work.