

## STAFF TRAINING, DEVELOPMENT AND IMPROVEMENT POLICY

**Policy Statement:** 2012 Security is committed to a structured training and development programme of its staff through vocational and refresher training in order to fulfil the high standards of service required to ensure success and to comply with legislation – Private Security Industry Act 2001. We recognize that the training and development of our staff is fundamental to the improvement of our operational performance and the achievement of our strategy and goals. 2012 Security will strive to ensure training and development is an integral part of our operations and to follow a continuous process of appraisal, training and development.

**Scope of the Policy:** This policy applies to all 2012 Security staff irrespective of their employment status, function, grade or location. In accordance with the organisation's Equality and Diversity Policy, all staff are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

**Responsibilities:** It is the responsibility of the Managing Director to:

- identify and consider training and development as an integral part of the business planning.
- ensure that the training and development needs of all staff are assessed and provided for.
- agree and identify appropriate and cost-effective training and development solutions.
- evaluate the efficiency and effectiveness of training and development.
- monitor the efficiency and effectiveness of this policy.

### **All staff are responsible for:**

- identifying their own training and development needs and bringing these to the attention of their line manager.
- undertaking training and development activities which will enable them to perform their work efficiently and effectively.
- managing their own learning and professional updating.

### **Reviewing and Monitoring:**

Overall responsibility for the operation of this policy lies with the Directors and will be monitored on an annual basis. The training and development needs of the team, once identified; will be collated centrally and priorities assessed.

All training and development activities must be approved in writing, in advance by a line manager.

**Budgetary Control:** The Directors will determine the annual budget available and formulate a strategy for the deployment of available resources.

**Induction:** all new staff undertake induction training before deployment.

**Health and Safety Training:** All staff will be given adequate health and safety training, including information on emergency procedures, before they start work. The need for health and safety training will be reassessed on a regular basis and in particular when there has been a change in operating procedures. Retraining and/or refresher training will be provided whenever necessary.

**Annual Training Delivery:**

1. Conflicts in the workplace
2. Counter terrorism training
  - a. Operation Fairway
  - b. Run, hide, tell
  - c. Eyes wide open
3. Modern slavery awareness
4. Data Protection Training
  - a. The lights are on
5. Health and Safety
  - a. What causes accidents
6. Environmental Awareness

**Evaluate Training and Development**

All training and development activities will be evaluated.

At organisation level, the Management Team will be responsible for evaluating all training and development activities against the business strategy and goals on an annual basis.

This policy is approved by the Directors and is supported by all levels of management within 2012 Security Ltd.

Signed T Theodorou

On behalf of 2012 Security Ltd

Date 24/03/2023 v2