



DRILCORP

**TRAINING
POLICY**



TRAINING POLICY

The management of Drilcorp Limited recognizes that its employees represent its greatest asset. By providing opportunities, facilities and financial support for training the Company aims to ensure that all of its employees are in possession of the knowledge, skills and experience needed to perform their jobs to the highest standard.

To this end the Company is committed to provide all of its employees with the opportunity for training in accordance with their own needs and those of the Company.

We encourage training, development and the professional standing of all employees to help them to achieve their full potential by means of: national vocational training, the achievement of professional qualifications and via a diverse range of in-house training programmes.

We will:

- Provide induction training for new staff and those transferring to new areas of our business
- Provide the required training for those seeking promotion so that they are appropriately prepared for achieving their new responsibilities
- Provide adequate training on health and safety for all employees
- Ensure that employees are aware of the availability of in-house training courses
- Develop a training plan for everyone, appropriate to each individual
- Review individual training plans during annual appraisals



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**KINLEY HILL FARM
HAWTHORN
SEAHAM
SR7 8SW
T:0191 527 3970
E:INFO@DRILCORP.COM**