



Training and Development Policy

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At **James Street Steel**, we are committed to fostering a culture of continuous learning and professional growth. This Training and Development Policy is designed to provide employees with the resources, opportunities, and support they need to enhance their skills, develop new competencies, and achieve both personal and professional growth. We believe that investing in our employees' development is key to our overall success and contributes to a high-performance, innovative, and motivated workforce.

Scope

This policy applies to all employees of James Street Steel across all positions, and levels within the organisation. It covers all forms of training and development opportunities, including but not limited to on-the-job training, formal education, skill development programs, leadership training, and mentoring.

Objectives

- To enhance the skills and capabilities of our employees, aligning their development with the organisation's strategic goals.
- To ensure that employees have the opportunity to grow in their current roles and prepare for future career advancement within the company.
- To foster a learning environment that promotes innovation, creativity, and continuous improvement.
- To provide employees with the knowledge and tools to meet current job requirements and adapt to future challenges and changes.

Key Principles

1. Commitment to Employee Development

- We believe in the continuous development of our workforce. All employees will have access to training opportunities relevant to their roles, career aspirations, and the organisation's needs.
- We will ensure that all training programs are inclusive, accessible, and available to employees at all levels of the organisation.

2. Personal and Professional Growth

- We will offer a variety of development opportunities, including technical skills training, leadership development programs, and personal growth initiatives.
- Employees will be encouraged to take ownership of their professional development and take part in training programs that align with their career goals and interests.

3. Tailored Learning

- Training and development opportunities will be tailored to meet the needs of both the individual and the organisation. This may include personalised development plans, mentorship programs, and targeted skill-building workshops.
- We will assess the skills gaps and provide the necessary training to ensure employees are equipped to perform effectively in their roles.

4. Access to Learning Resources

- We will provide employees with access to a wide range of learning resources, including online courses, workshops, and in-house training.
- We will also support employees in pursuing professional certifications and higher education opportunities where applicable.

5. Mentoring and Leadership Development

- We will implement mentoring programs to support the professional development of employees, helping them to navigate their career paths and build leadership skills.
- Leadership development programs will be provided to cultivate the next generation of leaders within the organisation.

6. Evaluation and Feedback

- The effectiveness of training and development programs will be regularly evaluated through feedback from employees and performance assessments.
- Continuous improvement of training programs will be encouraged, ensuring that they stay relevant, up-to-date, and impactful.

7. Encouraging a Learning Culture

- We will promote a workplace culture that values learning, innovation, and knowledge sharing. Employees will be encouraged to engage in self-directed learning and share their knowledge with others.
- Managers will play an active role in identifying development opportunities for their teams and supporting their growth.

Implementation

- The Human Resources department will oversee the implementation of the training and development programs, ensuring they align with both organisational objectives and employee needs.
- Managers will work to identify specific training needs and encourage participation in development activities.

Conclusion

By supporting the continuous growth and development of our employees, **James Street Steel** aims to create a highly skilled, engaged, and motivated workforce. We believe that our employees are our most valuable asset, and through ongoing training and development, we will empower them to reach their full potential and drive the success of the organisation.

Signature: _____



James Street Steel Managing
Director

Date: _____

31/01/2025