



Training and Development Policy

It is the Policy of T.I. Protective Coatings to provide its staff without discrimination the training necessary to enable them to perform their duties most effectively.

In addition T.I. Protective Coatings seeks to provide staff with opportunities to learn further skills which may help in the achievement of personal and career development goals as TI employees.

In pursuance of this policy it is T.I. Protective Coatings intention:-

- (a) To encourage staff to identify personal and organisational training and development needs.
- (b) To provide the resources to meet these needs.

Within the resources made available by T.I. Protective Coatings, staff should expect to receive such training as may help them to perform their duties most effectively. Where new or additional duties, requiring the development of further skills are required, staff should expect to be given training in those skills.

It is the T.I. Protective Coatings expectation that a member of staff will perform his/her duties up to the best of his/her capabilities.

It is the responsibility of the individual member of staff in cooperation with T.I. Protective Coatings management to keep the performance of his/her duties under review and to identify areas in which additional training would be helpful.

It is the responsibility of the Supervisors (or other person in management) to take such measures as may encourage the identification of individual training needs (this is through more informal methods) and, once identified, to bring these needs to the attention of the TI Management.

It is the responsibility of the T.I. Protective Coatings to respond to requests for training and staff development and to seek to meet such requests within the resources made available.

T.I. Protective Coatings endeavour's to support and foster individual training and development initiatives identified within the Company. In so doing it seeks to move towards the achievement of the full potential of individuals in the best interests of the Company as a whole.

This policy will be reviewed annually.

Graham Moor
Managing Director
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