

## Training and Development Policy

Window Systems Division recognises that a well trained workforce that is encouraged to develop its knowledge and skills on a continual basis will make a major contribution to the competitiveness and success of the business. As an organisation we are committed to sustainable development and as such wish to ensure that our workforce is multi-skilled, professionally competent and appropriately trained to meet the requirements of the business and their own aspirations. We aim to increase our employees' awareness and appreciation of quality, environmental and occupational health & safety issues.

The company will always seek to employ local people wherever practicable and appropriate in order to benefit the local community and minimise travel pollution. It is the policy of WSD to incorporate these principles into the training provided for its employees, as applicable to their function, in the following areas:

### A comprehensive induction programme covering:

- Training directly related to the employee's function
- Health and safety awareness and implementation
- The importance of reducing environmental impacts
- Quality is the responsibility of all employees
- Anti discrimination and equal opportunities
- Responsible sourcing principles

### Ongoing

- Review of any updates needed to areas set out in the induction above
- Energy management and control
- The company's Corporate Responsibility policy for sustainable development
- Requirements of the law relating to the business and its activities
- Management skills e.g. communication skills, project & people management
- Personal development e.g. time management, leadership, delegation, team working
- Other training as may be needed or requested by individual employees

Departmental managers should maintain a training matrix which sets out the training history and future training requirements of all individuals in core and non core areas. Employees are encouraged to ensure that they receive all and any training required for their position and to request any further training that they may consider desirable.

Annual Company Targets	
Induction	100% of inductions commenced or completed
Ongoing	80% of planned training commenced or completed

A summary of training undertaken is to be published to WSD stakeholders on an annual basis.



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