

Training and Development Policy



MIDA CIVIL Engineering Limited recognises the importance of appropriate training and development for all managers and staff to provide for both an effective personal development, and the meeting of ongoing regulatory, commercial and industry-sector needs of the business.

The identification of training and development needs is primarily with the *Line Manager*. However, other senior managers who provide key support services and direction to the business will also contribute to the company-wide and individual training programme.

A *Training Plan* is prepared, and is updated as significant changes are identified, as needs are identified through the annual *Performance Management Review* and as new staff join the business. All managers and staff can discuss their training needs with their *Line Manager* at their annual *Performance Management Review* and subsequent review meetings.

Training and Development Objectives:

- Are to provide a high-quality training and development service to the business.
- To provide an effective induction programme for all new staff.
- To ensure that each formal training and development request is recorded, considered appropriately, implemented if accepted and evaluated.
- To ensure that training and development is available to all individuals in order that they can maintain satisfactory job performance in line with their job description.
- To ensure that training is given to all those concerned when new business processes are introduced to the company.
- To ensure that appropriate training is given when there are changes to legislation or working practices which impact upon specific job roles.
- To provide training and development for any promoted staff in order that they effectively carry out their new job responsibilities.
- To provide appropriate and timely training, instruction and information to meet the health, safety and environmental needs of all employees and to ensure legislative compliance.
- To ensure that all staff have a *Performance Management Review* at appropriate intervals.
- To facilitate *Continuing Professional Development (CPD)* opportunities within the business.
- To ensure that all managers and staff proactively pursue their training and development and are responsible for completing planned training in line with the *Training Plan*.
- To utilise high calibre training and development companies for the provision of outsourced training and development activity.

Training Agreement Terms & Conditions

The *Company* requires individuals to sign a '*Training costs agreement*' prior to undertaking any training. This *Agreement* will authorise the *Company* to make a deduction for the cost of the training should the individual leave the organisation within 9-months of us providing training.

The full training costs will normally be covered by *MIDA Civil Engineering*. However, failure to attend agreed training, failure to complete the training in its entirety, voluntarily leave, or dismissal from *MIDA Civil Engineering* will lead to the costs from the individuals wages as follows:

within 3 months from the date of qualification - charged 100% of the training costs by wage deduction.

within 6 months from the date of qualification - charged 50% of the training costs by wage deduction.

within 9 months from the date of qualification - charged 25% of the training costs by wage deduction.

Note*

CSCS, NPORS & CPCs cards must be maintained by the individual and will not be funded by *MIDA Civil Engineering*.



Signed:

Date: 23rd February 2026

James Brown

Regional Managing Director