

# Training & Development Policy

January 2020

# STREIF

SUSTAINABLE BUILDING SYSTEMS



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## 1.0 Introduction

STREIF UK recognizes that our most valuable resource is our employees and we are committed to ensuring that each employee has the opportunity to receive training and development opportunities to enable them to fulfil their potential.

STREIF UK is committed to excellence in people development in order to maintain and enhance its position. We aim to create a culture of learning throughout where individuals take responsibility in partnership with us for their development.

STREIF UK recognises the need to develop its people so that they are fully equipped to deliver our business objectives. We recognize that effective training and development offers benefits to the individual and the organization as a whole, which ultimately contribute to the achievements of our objectives.

## 2.0 Purpose and Scope of Policy

The aim of this Policy is to:

- ◆ To ensure that employees have the necessary technical and administrative skills to carry out their jobs safely, competently and to a high standard of quality;
- ◆ To ensure that all employees understand what their role entails;
- ◆ To ensure adherence with UK Health & Safety and Environmental legislation at all times;
- ◆ To ensure adherence with the UK Modern Slavery Act 2015;
- ◆ To ensure adherence with the UK Equality Act 2010;
- ◆ To ensure adherence with the UK Criminal Finances Act 2017;
- ◆ To ensure adherence with the UK Bribery Act 2010;
- ◆ To ensure adherence with EU General Data Protection Regulation 2016/679;
- ◆ To provide suitable training in leadership and managerial skills for managers;
- ◆ To empower employees to take ownership of their own development with full support from STREIF UK;
- ◆ To provide and promote equal training and development opportunities for all employees;
- ◆ To ensure that employee development is discussed and monitored throughout the year;
- ◆ To communicate to managers the importance of encouraging training and personal development to team members;
- ◆ To provide career development opportunities for all employees;
- ◆ To commit adequate financial resources to ensure the successful implementation of this training and development and to review this budget annually in line with company needs;
- ◆ To monitor and evaluate training and development activities to ensure that the training provided is the most relevant for STREIF UK;
- ◆ To carry out all mandatory training effectively and efficiently;
- ◆ To enable trainees to learn skills whilst attending college/university (for apprenticeships and placement students);
- ◆ To prepare employees for future roles and responsibilities within STREIF UK;
- ◆ To provide Induction Training for all new employees and site workers.





- ◆ To enable employees to gain a professional qualification and to allow them to work towards Continued Professional Development (CPD);

## 3.0 Training and Health & Safety

The health and safety goals for all projects are to allow construction work to be carried out safely and without risk to health, and to enable those who use and maintain the building in the future to do so safely and without risk to health.

All projects are run as incident & injury free environments. Safety is handled not only by stringent systems, but also by the establishment of an environment where people are encouraged to take responsibility for their own and other peoples' safety.

STREIF UK is committed to ensuring the highest standard of health and safety and the continuous improvement of these standards. We understand the necessity to implement initiatives to improve safety performance and to operate a full programme of up to date training to ensure employees have the correct skills to discharge their duties.

Each employee is given a copy of STREIF UK's Health & Safety Policy at induction and then annually, when the Policy is revised. The Health & Safety Director ensures that every company employee and any sub-contractor who carries out work on behalf of STREIF UK are made aware of the policy, understand their individual duties and responsibilities and receive adequate and relevant training.

Prior to starting work on site all employees, sub-contractors and site personnel undergo a Site Induction which includes Method Statements, Risk Assessments and Toolbox Talks. On-site Toolbox Talks are tailored to focus on the specific tasks that are deemed a potential risk at that specific point of the contract. This ensures the relevance of the training and mitigates risks which change during the process of construction.

Relevant details of the safety plan are displayed on site where all relevant persons can read them. Failure to comply with the requirements of the Health & Safety Policy, instructions from managers, or advice from safety advisers, would lead to the removal from site of the individual or contractor offending.

## 4.0 Training and Other Statutory Requirements

Each employee is given a copy of STREIF UK's Anti Bribery, Anti Facilitation of Tax Evasion, Modern Slavery & Human Trafficking, Equal Opportunities and GDPR Policies at induction and then annually when the Policies are revised.

Managers are responsible for ensuring that every company employee and any sub-contractor who carries out work on behalf of STREIF UK are made aware of the policies, understand their individual duties and responsibilities, and receive adequate and relevant training.

Training is provided by means of individual Toolbox Talks tailored to the understanding of the participants and by third party trainers as deemed necessary by the Directors.



**Bill Treves**  
**Managing Director**  
January 2020

