

Introduction

FP McCann is committed to the development of a strong and effective team and aims to achieve this by maximising the potential of each employee by translating corporate plans into complementary programmes for the development of staff at all levels.

Scope

This policy is intended to apply to all FP McCann employees, irrespective of their length of service, status or number of hours worked. This policy and procedure does not form part of the contract of employment and will be amended from time to time.

General Principles

The objective of the Training and Development Policy is to improve the financial performance and long term growth of the Company by:-

- Improving the performance of staff by ensuring that they are clearly informed of their responsibilities, and by agreeing with them specific key objectives against which their performance will be judged.
- Identifying staff with further potential and ensuring that they receive the required development, training and experience to equip them for more senior posts within the company or its subsidiaries.

In all aspects of Training and Development Policy the needs of the business will be paramount. Systems for the identification of any training and development needs will be maintained and co-ordinated by senior management.

The Company may require employees to undertake specific training, not identified through the formal systems, but which is considered important to the future success of the business.

All training and development must be approved by senior management before being planned or undertaken.

- The Company will meet the cost of approved training with regard to any fees, accommodation and travel, incidental expenses will also be paid where applicable.
- However the Company reserves the right to seek recovery of training expenses where an employee leaves voluntarily during or within 12 months of a period of training. Deductions may be made from the employees' wages or salary or any other monies due, for all or part of the cost of any training undertaken. There are variations to this as expressly stated in individual training agreements.

All employees will:-

- Receive induction training, proper instruction and basic training to enable them to settle into their new environment and reach the required standards as quickly as possible.
- Receive appropriate training where promotion or transfer is involved.
- Be given Toolbox Talks which are recorded via the kiosk system

Employees who identify training and development opportunities, which they believe will be of value to them in the performance of their duties, may forward the details to senior management for consideration.

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Hard copies must be validated against the revision level of the on-line version

In all matters concerned with training and development, the Company will use the following criteria in considering if approval is to be given:-

- The needs of the business
- Operational requirements
- Relevance to the post holders duties

Equal Opportunities

Appropriate training will be offered to all employees to enable them to learn and develop their knowledge and skills so they can further their careers within the Company.

Where job related training and development opportunities are available, they shall be open to all full and part time permanent and, where appropriate, temporary employees. Managers should ensure that the importance of equality and diversity issues are communicated to employees. Training courses and materials will be reviewed periodically to ensure they reflect this policy.

The request, take-up and satisfactory completion of training courses will be monitored and any imbalances in respect of equality and diversity issues investigated and addressed. All training materials will be adapted, where appropriate, to ensure that, so far as is reasonable, no one is put at a disadvantage as a result of a protected characteristic.

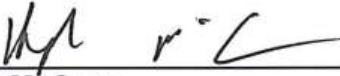
Career Development

The Company is committed to identifying an individual development needs and career aspirations and providing opportunities to develop their potential.

Promotion is based upon personal merit and the skills and abilities required appropriate for the job regardless any protected characteristics or whether they are part time or on a fixed term contract.

Review

The Senior Management Team will monitor and review this policy regularly.

Signed: 
Hugh McCann
Managing Director

Reviewed: 12 January 2026
Last Reviewed: 11 January 2025
Next Review: January 2027