

# **TRAINING AND DEVELOPMENT POLICY**

**October Textiles Ltd** acknowledges the value of effective training and development and recognises that this cannot be achieved without the support of the Directors.

The Company undertakes to thoroughly train all staff to carry out their current role to the best of their ability.

Most training takes place informally 'on the job' with close management support and feedback. When appropriate, staff is sponsored through specific external training courses.

In addition to training, the Company develops staff to think for themselves, to take initiative and to welcome responsibility, in a positive 'no blame' culture. This has particular relevance to health and safety.

This attitude prepares them for unforeseen circumstances in their current roles and opens up their potential for greater roles in the future.

**October Textiles Ltd's** employees can expect:

- On-going training to allow them to do their job to the required standards.
- Support when they have problems with their job.
- Clear guidelines on how to carry out the job to the required standards.
- A chance to improve their skills and knowledge to help them develop their position within the company.