



# Training and Local Employment Policy

*Rydon*

## 1. Training

**1.1** Training is provided to Rydon's employees in order to increase their knowledge and skills. This has the advantage to Rydon of greater efficiency and skills, and for the employee it means new opportunities and prospects.

**1.2** Induction training will be given to each employee and will include awareness of Rydon's policies and procedures to enable employees to understand what is expected of them in respect of their duties and behaviour at work, for example, Rydon's Health and Safety, Environmental and Equal Opportunities policies and its Disciplinary and Grievance Procedures.

**1.3** Rydon will continually review and update training courses and procedures and will ensure that training courses and materials are free from bias and do not infer discrimination.

## 2. Training and Development Meetings

**2.1** Each employee will have a one to one confidential meeting with their manager or supervisor at least once a year at which they will be given the opportunity to:-

- Give their comments and views on their performance and potential, to propose ways of increasing, if appropriate, their contribution to Rydon and to procure Rydon's assistance in achieving this.
- Agree the appropriate methods of improving their performance and meeting their development needs.

**2.2** Managers and supervisors are responsible for checking that for such meetings timetables are strictly adhered to, notes of meetings are recorded and kept on the particular employee's Personnel file and action is taken on commitments made at the meeting.

## 3. Staff Training

**3.1** Health and Safety training is an essential part of Rydon's Training Policy with an extensive range of in-house courses being made available to employees and external courses being organised where necessary.

**3.2** Rydon is registered as a recognised course provider by the Construction Industry Training Board, and provides a wide range of courses, including courses on such issues as health and safety, construction skills, toolbox talks and first aid training.

**3.3** Rydon operates a rolling programme of management staff training, particularly performance management and appraisal training so as to enhance management skills generally.

**3.4** Professional employees at Rydon such as surveyors, lawyers and accountants comply with the Continuing Professional Development ("CPD") requirements of their relevant professional bodies. CPD training is provided both by internal and external courses. Rydon is authorised by the Law Society as an in-house course provider.

**3.5** Training issues are co-ordinated by the Group Training Committee which collates staff training needs generally and supervises the preparation of company Training Plans. With Rydon's assistance employees participate in the preparation of their own development and training plans both long and short term.

## 4. Career Development

**4.1** Rydon is committed to ensuring that employees are provided with opportunities to develop their potential and skills.

**4.2** Rydon will ensure that its policies on training and promotion are continually reviewed and updated and that its policies make it plain that training and promotion are open to all suitably qualified and experienced staff, irrespective of disability, marital status, sex, race, colour, nationality, ethnic origin, sexual orientation, age, religion or political opinion.

## 5. Job Satisfaction

**5.1** All employees are encouraged to consider development to higher grades. Rydon will not stereotype ideas linking certain groups of people to certain jobs and will wherever possible enrich jobs to increase its employees' job satisfaction and prospects.



**5.2** Rydon will ensure that jobs which may traditionally be associated with certain groups of people, for example a man's job or a woman's job, are identified and consideration is given as to how these jobs can be filled by members of any group and of either sex. Rydon will also take action to improve both job satisfaction and career progression.

## **6. Benefits, Facilities and Services**

**6.1** Rydon will clearly define within their contract of employment all of the benefits, facilities and services to which each of its employees are entitled and ensure that they are made available to all staff, regardless of their race, colour, religion, disability, nationality, ethnic origin, sex, age or marital status.

**6.2** Managers and supervisors are responsible for checking that all benefits, facilities and services to which Rydon's employees are entitled are in fact available to them. They must also check that appropriate steps have been taken to ensure that all premises are accessible to disabled people. Managers and supervisors should consult the Human Resources Department if in any doubt as to whether steps should be taken in this regard.

## **7. Part Time Employment**

**7.1** It is Rydon's policy to create opportunities for part time work or job sharing where possible and to ensure that its part time employees receive fair treatment.

**7.2** Rydon identifies jobs or areas where part time employees could be introduced. Rydon will consider job sharing and similar schemes at all levels and that part time workers are recruited to the jobs so identified. The position of part time workers in relation to pay, benefits, pension rights, training opportunities and promotion is the same as full time workers.

## **8. Advertising**

**8.1** Rydon will train, develop and promote employees on the basis of merit and ability. It will also provide suitable and relevant training in its policies and procedures as necessary for all staff, including managers and supervisors and staff recruited locally.

In particular, staff are referred to Rydon's Equal Opportunities Policy, which is available on the intranet system.

**8.2** Where vacancies are advertised both internally and externally, Rydon will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Training and Local Employment Policy and with Rydon's Equal Opportunities Policy.

**8.3** Rydon will scrutinise carefully the wording of advertisements to ensure that any hidden discrimination or sexually or racially offensive wording is avoided.

**8.4** Rydon also encourages the recruitment of local personnel. Every effort will be made to ensure that the advertisements are placed in local newspapers and publications as well as national newspapers and publications so that as many potential candidates as possible have access to the vacancies. Staff are referred in particular to the provisions of Rydon's Equal Opportunities Policy on recruitment and advertising for further information in this respect.

**8.5** This may include the placing of advertisements in ethnic publications and women's magazines and in other languages.

## **9. Training Opportunities at Rydon**

**9.1** Rydon is a committed training organisation which employs a substantial number of trainees. It is also committed to the continual re-evaluation and training of all existing members of staff.

**9.2** Many of Rydon's training apprentices have been recruited either through local labour initiatives or by Rydon's own efforts to engage people to work either directly for Rydon or for its supply chain sub-contractors.

**9.3** Rydon co-operates with local agencies to provide employment and training for local people. Rydon also endeavours to provide opportunities for local businesses, suppliers and sub-contractors to bid for work on local projects.



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As an example Rydon is currently working with Hyde Southbank Homes to provide two refurbished computer classrooms at Stockwell Park School which will provide IT training for local people and training for students at the nearby technical college.

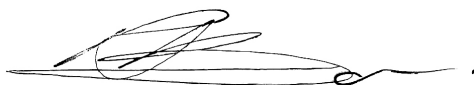
**9.4** Rydon will consider requests from staff for training and accreditation, for example in relation to the following:-

- National vocational qualifications (NVQs)
- Higher education such as degrees and diplomas.
- Studies leading to membership of the RICS, Law Society and Institute of Chartered Accountants.
- Access to relevant accredited training schemes for those staff who wish to become skilled construction workers.
- Customised training schemes to meet particular needs of either residents or contractors who have skills gaps in their organisations.
- Refresher courses for those who have skills but have been unemployed for some time.
- Creation of training or adult apprenticeships of at least two years duration.
- Initiatives with local schools whereby pupils are introduced to the construction industry at Year 11 through work placements and are encouraged to develop an ongoing relationship with Rydon.

**9.5** Rydon will consider applications for sponsorship, professional development and training schemes on an individual basis.

**9.6** Rydon is an equal opportunities employer and as such will engage suitable trainees irrespective of disability, marital status, sex, race, colour, nationality, ethnic origin, sexual orientation, age, religion or political opinion.

**9.7** Rydon also works closely with Building Work for Women at its Stockwell construction scheme to provide training opportunities to both full and part time workers. University degree sponsorship and sandwich course programmes.



Signed .....  
**Robert Bond**  
Group Chief Executive

Date January 2008

