



Learning and Development Policy

Rydon



Investing in people

Background

The purpose of Learning & Development is to equip people with the necessary skills, knowledge and behaviours to help them carry out their role in order for Rydon to deliver its strategic objectives. By investing in people and their Learning & Development we seek to maximise their potential to deliver high performance whilst fulfilling their needs for personal development and job satisfaction.

Policy

Rydon is committed to providing equal opportunities in employment and training and to the elimination of unlawful or unfair discrimination: this commitment is set out in our Equality & Diversity Policy.

At Rydon, we believe that Learning & Development should be owned by the individual and supported by their line manager and the HR department. We are committed to investing in our people. We ensure that wherever possible appropriate Learning & Development funding is available according to both the needs of the individual and the business.

Learning & Development needs flow from organisational objectives matched with individual objectives which are identified in the annual Performance Development Review (PDR) process with regular reviews throughout the year. The PDR consists of a structured two-way assessment of the individual's performance in relation to their current role within the organisation.

Through the PDR, the individual and their manager will identify specific training and development needs which will enhance their performance and both prepare and enable them to take on more responsibilities within a planned timeframe.

To support a learning environment, Rydon has established "The Rydon Academy", our company training facility, where we deliver a significant number of internal and external training programmes. The Academy is a flexible facility that enables the delivery of a range of training courses - management, technical, SHE and ICT - and has full IT links to the internet and the Rydon network.

Learning & Development courses are advertised on a quarterly basis on the training pages of the Rydon intranet and within the

Learning & Development directory. Employees are encouraged to discuss their learning needs with their manager at their PDR and regular reviews and by submitting a 'Permit to Train' to the HR department.

Rydon also recognises the importance of having staff who are competent in their role and qualified in their technical or specialist areas. We take pride in supporting employees to achieve both work-based and professional qualifications and we sponsor a wide array of training programmes at all levels of the National Qualification Framework; from trade qualifications through apprenticeships, to post-graduate qualifications in business, accountancy, law, etc.

Governance

Company policy is approved by the Group Board which is chaired by the Chief Executive. Each policy is reviewed at least annually to ensure that we respond to clients, business strategy, legislation and any standards or codes of practice determined by the market.

Oversight of the Learning & Development Policy is the responsibility of the Director of SHE, HR and Office Services.

Signed: *Signature(s) removed for security reasons:
signed copies available on request*

Robert Bond
Group Chief Executive

Dated: March 2016

Rydon