

The commitment of HSEC Services as a company, its employees at all levels is reflected by its Philosophy, Vision and Values. We recognise that our success depends on our people and that to remain amongst the best in the industry it must always seek ways to improve the standards and performance of our employees.

HSEC Services will, therefore, invest resources in the training and development of employees in order to improve their performance and prepare those with the ability to take on additional or different responsibilities for future career progression. Our basic philosophy is that:

1. HSEC Services has a moral obligation to enable our people to be the very best they can be in their chosen field and that they are or become valued members of the society in which they live and work;
2. Training and development needs will be assessed and evaluated through the appraisal process;
3. HSEC Services believes in order to be the best employer and service provider promotion from within, subject to suitable candidates and the need to inject fresh thinking and experience from time to time is paramount;
4. Exceptional performance in a job does not necessarily mean the person is promotable. Individuals shall be assessed on their potential to be successful in another job with different levels of responsibility;
5. The responsibility for the training and development of an employee lies with his/her Supervisor or Manager and the individual him/herself, with the support and guidance of the Human Resources Department;
6. The success of every Supervisor/Manager will depend on the quality and quantity of the work of his/her subordinates;
7. The training and development provided will be on an individual basis wherever possible and it will be specifically tailored to the needs of the individual and HSEC Services;
8. Training and development needs will be met by a number of methods;
 - internal and external courses;
 - project work;
 - deputising for more senior staff; and
 - local on-the-job training and development.
9. The Company encourages employees to take courses for further education. Where the aim of such courses are in keeping with the development of employees in their present occupation and where the course has the prior approval of the Company if approved the Company may reimburse all reasonable teaching costs subject to conditions between the employee and the Company.
10. All in-house and external training will be evaluated for its effectiveness and follow-up will take place, participation is crucial.
11. The achievement of our philosophy needs the total commitment of all Management by:
 - accepting their responsibility for the training and development of employees, ensuring this is featured regularly in meetings and discussions;
 - the realistic appraisal of all employees and the identification of training and development needs; and
 - requiring high standards of performance from all employees and constructively informing them if these standards are not being met.

This Policy document is to be continually monitored and developed and will be formally reviewed annually.



Keith Griffin
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HSEC Services
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