## Staff Training and Development Policy

## **General Statement of Policy**

CNM's approach to staff training and development is shaped by the belief that the business aims and objectives should be achieved in a way that:

"...has a long-term positive impact on the individuals we work with, the communities we operate in, and the environment we live in".

In recognising its responsibilities to all its staff members, CNM is committed to providing a stimulating and rewarding working environment, where everyone is given the appropriate support and opportunity to both develop their skills and achieve their career aspirations.

As a business, Clarke Nicholls Marcel differentiates itself by ensuring that the benefits of its collective experience are passed on to the client.

The practice believes that experienced, well-trained, decision-making engineers reduce client risk and add value to the design process.

This business philosophy combined with CNM's values shape the way in which projects are resourced and run, and the way which the practice attracts, develops, and trains its people.

## Staff Training and Development Policies

## CNM's policy is:

- To provide new employees with appropriate initial information and training in their specific
  job functions and skills, conditions of employment and orientation to CNM to enable them to
  make an early and effective contribution.
- To maximise staff potential, and provide employees with relevant training and career development opportunities.
- To identify and continually review training and development needs.
- To provide appropriate resources to meet those training and development needs.

Signed	Name/Position	Date	Review Date
Mon	Michael Pearce Director	Feb 2014	March 2015