S.P Holding recognises that its most important resource is its workforce, and is committed to providing continuous training and career development opportunities to improve the skills and competencies of all employees.
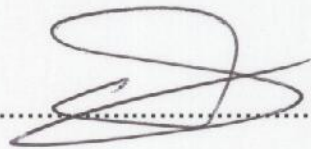
The Company aims to ensure that all employees are given the necessary help to develop the knowledge and skills that they require to carry out their work efficiently and safely, and to therefore provide a specialised and high quality service to its Customers.

The Company will:

- Comply with, and where possible exceed requirements of relevant legislative, regulatory and Codes of Practice
- Provide Induction Training for all new employees on joining the Company
- Provide Job-Specific Training, including health and safety information, for all new employees and existing employees who are changing job disciplines within the Company
- Monitor individual performance and on-going training requirements as part of the Company Appraisal Programme, through communication with each employee
- Provide development opportunities for employees
- Identify the longer term continuing professional development requirements of staff with membership of professional bodies
- Maintain individual training records for all employees
- Monitor training requirements and Objectives, and revise as necessary in order to meet changing business needs
- Review the Training Policy and Objectives on an annual basis, or when necessary
- Provide adequate financial and physical resources to enable statutory requirements and Company Training Objectives to be met

The Company Directors are responsible for ensuring top management commitment to continual performance improvement, and will ensure that this Policy is reviewed on an annual basis, or where changes in Company operations or legislative requirements necessitate amendments to be made to the Policy.

Signed.. **Stephen Holding**
Managing Director

Date: 22/01/10