

Employee Development & Training Policy

1. Employee Development & Training Statement

Employee development, which includes all aspects of training, is a key objective within Urban Planters. The aim of this policy and its associated procedures is to provide a working environment in which Employees can maximise their performance, commitment and contribution to the aims of the Company.

Employee development is the term used to include all activities which are undertaken by and for Employees in order to maintain, update and enhance their work-related knowledge, skills and capabilities.

2. The Purpose of Staff Development

The purpose of Employee development and the Employee Development & Training Policy is to link Employees, their performance and development to the achievement of the Company's operational and strategic objectives and its commitment to continuous improvement and excellence.

3. Guiding Principles

The following principles guide the Employee Development & Training Policy and apply to all aspects of Employee development and training activity delivered both centrally and by individual franchised outlets. There is a nationally uniform commitment to Employee development and training.

- All Employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake Employee development and training, which is viewed as a continuous process throughout employment.
- Employees are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented to them.
- Employee development and training is an obligation for line Managers who are responsible for identifying individual training and development needs and supporting and encouraging Employees.
- Formal processes, including induction, appraisal, training needs analysis, Employee development and training planning takes place at a local level and is collated at a national level once per annum.
- Accountability for Employee development and training rests with management at every level.
- Employee development and training provision will be evaluated and reviewed at least once per annum, to ensure that it is adequate, relevant, effective and provides value for money.

4. Priorities for Employee Development & Training

Identified strategic priorities for Employee development and training, in the short to medium term are:

- Health & Safety Awareness
- Environmental Awareness
- Manual Handling
- Product Awareness
- Awareness of the Company's best practices
- Enhancing service delivery
- Lessons learnt through Toolbox Talks

Employee development and training priorities will be regularly reviewed by the Franchise Director, who has responsibility for our Employee Development & Training Policy.

4.1 Development Plans

Both Urban Planters' Head Office and each franchised outlet will be required to prepare training and development plans for everyone within their operation, which will run alongside their individual business plans.

These plans will be approved and reviewed annually by either the Franchise Director or Operations Director.

4.2 Training Records

Training records will be maintained by each operating outlet, subject to data protection requirements.

5. Review of the Policy

The Employee Development & Training Policy will be reviewed and updated every three years.



Franchise Director
Date: 03rd January 2020