

## Training Policy

Ion Water is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling Ion to achieve its aims and objectives that are to provide specialised, high quality Service through a well trained and well supported working team. By increasing the skills and knowledge of its staff Ion will produce confident, highly qualified staff working as an effective and efficient team.

The individual training and development needs will be identified through

- A training needs analysis questionnaire
- An annual performance appraisal
- Requests from employees.

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment.

All internal training provided by Ion will be of no cost to the employee. External courses and professional qualifications may be fully or partly funded by Ion depending on the nature of the training.

Employees are also responsible for their own development and as such may inform Ion of their development needs and take part in prescribed development activities.

As part of ion's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

This policy respects equal opportunities and applies to all employees.

Signed : 

Name: Paul Harris

Position: Managing Director

Date : 27 June 2009

**This Policy will be reviewed annually**