

# STAIRLOCK TRAINING & DEVELOPMENT POLICY

Stairlock is committed to supporting the ongoing training and development of our employees. Performance development provides a framework to value our employees, provides a working environment that acknowledges their contribution and builds capacity to ensure organisational effectiveness.

Further, Stair Lock ensures that sufficient training resources are provided to meet legislative obligations in relation to areas such as sexual harassment, manual handling, fire evacuation and or workplace health safety.

## **Training:**

Stair Lock believes that it gains a significant advantage by providing employees with the opportunity for further education, training and development, and that the productivity, skills and services it provides to clients and customers are enhanced and improved as a result.

Education, training and development opportunities for employees are designed to meet the current and future requirements of Stair Lock, with the intention being to maintain a high quality supply of properly trained personnel and to also provide opportunities for employees to develop their personal career goals.

## **Procedure**

Training and development programs are based on meeting the requirements of both Stair Lock and the individual employee through:

- the identification of requirements and opportunities during the annual performance assessment
- structured career development planning
- a training needs analysis
- management succession planning
- organisational strategic planning.

Stair Lock may require employees to undertake specific training:

- related to their current position
- as a prerequisite for performing in a different position (i.e. promotion/ transfer)
- as part of a performance review
- to facilitate the introduction of change, such as new systems or technology
- in relation to safety and risk management,

in order to meet organisational, industry, legislative, accreditation, quality assurance and professional codes of practice requirements.

Employees are encouraged to suggest alternative education, training or development ideas and concepts that may be beneficial to their own development, or that of other employees within Stair Lock.

Prior to attendance and or payment at any educational institution or training course, employees are required to gain approval from their manager / supervisor and all requests are assessed on a case-by-case basis, other than for training related to legislative compliance.

Employees who undertake training and development activities that are provided by the organisation are required to impart to others and, where appropriate, document the knowledge, skills and resources gained during those activities. This assists to ensure that the knowledge, skills and resources are retained by Stair Lock and are available for the benefit of the organisation and all relevant employees.

## **Performance Development:**

A performance development review must be conducted annually with a mid-year review conducted after approximately 6-months.

All Employees are responsible for:

- participating in a performance development process consistent with this policy and their conditions of employment
- demonstrating and being accountable for their performance in relation to the implementation of organisational goals
- participating in ongoing review and formal performance review meetings as required
- participating in appropriate and related training as required.

Managers are responsible for:

- exercising leadership by working with employees to implement the performance development process
- providing continuing support and feedback to employees
- assisting in the identification of and participation in appropriate training as required

The manager and employee will identify appropriate goals in addition to position set KPIs linked with the relevant position description and the Stairlock Strategic Plan. The manager and employee will ensure appropriate progress towards their achievement in accordance with the required timeframes.

The Stairlock performance appraisal process is based on a three-tier approach for executives, factory production staff and non-factory employees.

- Executive employees participate in a 360 degree feedback structure with an annual review and 6-month check-in
- Non-factory staff participate in a performance review process with their line manager with an annual review and a 6-month check-in
- Factory production staff participate in a performance review process with the factory foreman and production manager with an annual review process.

Approved by:

*Edward Lloyd*



*Managing Director*

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