

## TRAINING AND DEVELOPMENT

Our future as a company relies on the knowledge, initiative, skills, integrity and teamwork of our people and we are fully committed to their well-being and development.

To meet our customers' needs we must ensure that our employee's skills and competence receives appropriate review, updating and improvement. To this end, we actively promote employee development through quality training and learning opportunities both on and off the job.

ConvāTech's training philosophy is that training is a shared responsibility. On the one hand, employees have a responsibility to maintain and expand on their workplace competencies, whilst on the other hand the company believes it has a responsibility to encourage and provide assistance, where possible, to facilitate skills maintenance and acquisition.

ConvāTech may require employees to undertake specific training related to their current job, or as a prerequisite for performing a different job.

ConvāTech has identified competencies it requires at each level of our operations. This process has involved employee participation and consultation.

Our policy is to allow employees to:

- Complete after hours courses of formal study leading to the award of vocational nationally recognised qualifications; and/or
- Participate in on-the-job training; and/or
- Undergo workplace assessment that will enable employees to gain recognition for prior learning and current competencies for skills learnt on-the-job.

Such training may be carried out at a Registered Training Organisation's premises, ConvāTech's premises or at our customers' site.

An annual review of training needs is conducted by Human Resources, with departmental managers consulted in the compilation and maintenance of skills matrices for all employees which are used to develop targeted training plans.

Training opportunities may also arise as part of an employee's performance review.

Convatech, in turn has a structured career path that will reward those wishing to undertake training courses and apply that training.



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