

### Personal Professional Development Policy

#### **Purpose**

Coastworks Operations Ltd (CWOP) aims for every employee to develop their skills during their employment which benefit the employee and the company. This addition to our employee skill set will allow us to give our clients a better service and allow CWOP to expand their fleet.

#### **Types of Courses**

There are a number of qualifications which CWOP would like our employees to obtain and in some cases must obtain before they can move into certain roles.

We also encourage employees to put forward any other courses, which are not on the list, that they would like to attend or qualification they would like to achieve as long as it falls in line with the aim of the policy.

#### **Payment**

Coastworks Operations Ltd will pay for each employee to go on one course per year.

Employees are allowed to attend more than one course a year but these will be paid for by them.

This can either be down by taking holiday or unpaid leave. However this would be at the discretion of the managing director as any time off must fit in around the company's operational duties.

#### **Terms**

Prior to an employee being booked on a course paid for by CWOP they will need to fill in and sign a form guaranteeing that they will stay with the company for at least another year. If the employee breaks the deal then they will be liable for a proportion of the course cost including travel and accommodation etc. This will be calculated by dividing the cost by twelve and multiply that by how many months are left in the year since the course.



**Position:** Director

**Last Review:** May 2019

**Next Review Due:** November 2019