

### Personal Professional Development Policy

#### **Purpose**

Coastworks Operations Ltd (CWOP) aims for every employee to develop their skills during their employment which benefit both the employee and company. These additions to our employee's skill set will not only lead to a safer working environment with a more skilful workforce but also allow us to provide our clients with a better and broader service and allow CWOP to expand.

#### **Types of Courses**

There are several qualifications / skills which CWOP would like 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 purpose 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 sign a form agreeing that they will stay with the company for at least another year. If the employee leaves or their employment is terminated within the following 12 months they will be liable for a proportion of the course cost including travel and accommodation etc. This will be calculated as follows;

Less than 3 months after completion of training – 100%

3 months but less than 6 months after completion of training – 75%

6 months but less than 9 months after completion of training – 50%

9 months but less than 12 months after completion of training – 25%

**Signed:** Brian Young

**Position:** Director