



## Canford Training and Development Policy

It is Canford Audio Ltd.'s aim to ensure that all employees are sufficiently trained and have the necessary skills to carry out their duties and responsibilities safely and efficiently. In pursuit of this, individual staff members' training needs will be appraised and assessed at least annually by their Line Manager and arrangements made to ensure that training is provided, relevant and up-to-date.

There is an expectation that employees will participate in necessary training as required.

Training provided will meet the requirements of each department/position and the Company will ensure that all staff have an ongoing training programme available to them.

In most circumstances, training will be funded and provided by the Company. On certain occasions, however, there may be an expectation that an employee will undertake some training, funded by the Company, in their own time. Learning agreements will be in place to cover all major expenditure the Company commits to in support of an individual employee.

This policy will be updated annually, unless legislation or Company procedures necessitate an earlier update.

This policy applies to all employees of Canford Audio Ltd. at both the Washington and Portland sites, regardless of position or seniority.

All new employees to the Company and existing employees changing positions within the Company must receive an appropriate induction. There are some key pieces of training that must be covered and these include security training for the Company's Known Consignor status and health and safety training.

Canford Audio Ltd. is committed to its employees and enabling them to achieve their potential and career aspirations. It is also essential that the Company has employees with the appropriate skills, knowledge and behaviours in place to achieve its business objectives.

To enable both of the above, the Company offers ongoing training to employees on a per-role basis. Each department has specific requirements relating to the duties carried out within it, therefore, training will be specific to each department and seniority level, where appropriate.

All members of Canford Audio Ltd. have the right to expect their careers to be developed and Line Managers have a key role in ensuring that individuals receive the support and practical help required to meet their aspirations. There will always be a balance between meeting day to day business requirements and allowing individuals the scope to develop more widely and Line Managers are accountable for achieving this balance.



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The development of all managers within the Company is a key strand of the training and development strategy. All managers are expected to actively pursue their own development plans with the support of their Line Manager and the HR Department.

Those who are employed as apprentices will be able to start their training as soon as they are enrolled onto their courses and will not have to wait for their probationary period to end.

Employees who wish to make a statutory request for time off to undertake training must have been employed by the Company for 26 continuous weeks. Only one statutory request may be made within any 12 month period.

Employees that regularly do not complete training that has been identified as mandatory during their appraisal process will become subject to disciplinary action as per the Company's Disciplinary Policy (see 1.13 Disciplinary Policy).

### 3.0 Relevant Legislation

Employment Rights Act 1996  
Health & Safety at Work Act 1974  
Equality Act 2010  
Data Protection Act 2018/GDPR 2018

### 4.0 Related Policies

1.2 Attendance Management  
1.4 Recruitment & Selection  
1.6 Probation  
1.7 Performance Management  
1.9 Equal Opportunities  
1.13 Disciplinary  
2.1 Data Retention & GDPR  
4.7 Health & Safety

**Please note:** All policies have detailed versions available internally for employees only. Not all policies noted here are available for public observation.



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*Take relevant info from this to use in public facing documents*

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Signed on behalf of Canford Audio Limited

Alan Wilson,  
Chief Executive Officer  
July 2022