

## Training Policy

Simer Environmental Services Ltd delivers efficient, environmental solutions to industrial and commercial businesses across the South of England.

Simer Environmental Services Ltd (hereafter referred to as the Company) recognises the importance of developing and training all employees to a suitable level of competency to enable the proper delivery of all services. Our commitment to our ISO management systems focuses us on determining the necessary competence of our team and organisational knowledge requirements.

### **Management Responsibility**

Training needs will be determined in accordance with legislation and company policy and properly implemented, monitored and reviewed.

Proper resources will be allocated to ensure adequate training is undertaken by employees at all administrative and operative levels. These will include budgets, resourcing of courses, release time, administrative control and reviews to ensure training is effective in providing the skills needed to meet performance requirements.

Skills and competency records will be maintained.

### **Employee Responsibilities**

Employees are expected to co-operate in the assessment of their training needs and the evaluation of effectiveness of training received.

A record of training received will be maintained by all employees and should be made available for inspection and review when requested. Skills cards should be carried at all times and be made available for inspection by customers on request.



Director  
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