

The commitment of Bauder Limited ('the Company') to its employees at all levels is reflected by its Philosophy, Vision and Values. The Company recognises that its success depends on its people and that to remain amongst the best in the industry it must always seek ways to improve the standards and performance of its employees.

The Company will, therefore, invest resources in the training and development of employees in order to; improve their performance; and prepare those with the ability to take on additional or different responsibilities for future career progression and job satisfaction.

1. Training and development needs will be assessed and evaluated through the Appraisal process.
2. The Company believes in promotion from within, subject to suitable candidates and the need to inject fresh thinking and experience from time to time.
3. The Company will endeavour to provide career opportunities to meet the aspirations of employees who are capable of further progression within the limits of the Company organisation.
4. Exceptional performance in a job does not necessarily mean the person is promotable. Individuals must be assessed on their potential to be successful in another job with different levels of responsibility.
5. The responsibility for the training and development of an employee lies with his/her Supervisor or Manager and the individual him/herself, with the support and guidance of the Human Resources Department.
6. The training and development provided will be on an individual basis wherever possible and it will be tailored to the needs of the individual and the Company.
7. Training and development needs will be met by a number of methods; internal and external courses; project work; deputising for more senior staff; local on-the-job training and development.
8. The Company encourages employees to take courses for further education. Where the aim of such courses are in keeping with the development of employees in their present occupation and where the course has the prior approval of the Company if approved the Company may reimburse all reasonable teaching costs subject to conditions between the employee and the Company.
9. Training will be evaluated for its effectiveness and follow-up will take place, participation is crucial.
10. The achievement of our philosophy needs the total commitment of all Management by:
  - Accepting their responsibility for the training and development of employees, ensuring this is featured regularly in meetings and discussions.
  - The realistic appraisal of all employees and the identification of training and development needs.
  - Requiring high standards of performance from all employees and constructively informing them if these standards are not being met.
  - The success of every Supervisor/Manager will depend on the quality and quantity of the work of his/her subordinates.

This Policy document is continually being monitored and developed and will be formally reviewed annually. However, this Policy may be amended as required by changes in legislation or work practices.

Signed for and on behalf of Bauder Ltd



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Managing Director

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