

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Introduction

Trident is committed to fostering a culture of continuous learning and development. This Training Policy sets out the principles and procedures for employee training to support professional growth, ensure compliance with legal and industry standards, and enhance overall performance.

2. Scope

This policy applies to all employees, including full-time, part-time, temporary staff, contractors, and consultants at Trident. It covers all learning and development activities provided or supported by the company.

3. Objectives

- To ensure that employees have the skills and knowledge necessary to perform their roles effectively.
- To support career development and personal growth.
- To comply with legal and regulatory training requirements.
- To enhance the overall performance and productivity of the company.

4. Training Needs Analysis

Identification: Training needs will be identified through performance reviews, employee feedback, and business requirements.

Assessment: Regular assessments will be conducted to determine skills gaps and future training requirements.

Planning: L & D plans will be developed in alignment with both individual career goals and organizational objectives.

5. Training Provision

5.1. Types of Training

Induction Training: All new employees will receive induction training to familiarize them with company policies, procedures and their specific job roles.

Mandatory Training: Includes compliance-related training, health and safety, and any other training required by law or regulation.

Role-Specific Training: Training tailored to specific job roles or functions to improve job performance.

Professional Development: Opportunities for employees to acquire new skills, advance their careers, and pursue professional qualifications.

Soft Skills Training: Includes training in areas such as communication, leadership, and teamwork.

5.2. Training Methods

In-House Training: Delivered by internal trainers or subject matter experts.

External Training: Provided by external training providers, including workshops, seminars, and courses.

Online Learning: Access to e-learning platforms and online courses.

On-the-Job Training: Practical training provided during regular job duties.

6. Responsibilities

Management: Managers are responsible for identifying training needs within their teams, supporting employees' participation in training, and evaluating the effectiveness of training programs.

Workers: Workers are expected to engage in training opportunities, apply learned skills in their roles, and provide feedback on training experiences.

HR Department: HR is responsible for coordinating training programs, maintaining training records, and ensuring compliance with legal and regulatory training requirements.

7. Training Records

Documentation: All training activities will be documented, including details of the training provider, content, and attendance.

Records Maintenance: Training records will be maintained by the HR department and will be used to track employees' training history and compliance with mandatory training requirements.

8. Evaluation and Feedback

Evaluation: The effectiveness of training programs will be evaluated through feedback surveys, performance assessments and analysis of training outcomes.

Feedback: Employees are encouraged to provide feedback on training programs to help improve future training initiatives.

9. Review and Updates

Review: This policy will be reviewed annually or as necessary to ensure it remains relevant and effective.

Updates: Any updates to the policy will be communicated to all employees.

10. Contact Information

For questions or concerns regarding this policy or training programs, please contact the HR department.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**

SIGNED



Martina Oyite
Chief People Officer

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**