

Document Title	Training and Development Policy	
Department	HSQE	
Document ID	JG-MP-007	
Original Issue Date	July 2025	
Version	V2	

It is E. Jordon (Refrigeration) Ltd. aim to provide an outstanding environment which allows all employees to reach their potential. We realise that our employees are one of, if not our greatest asset and helping them develop is crucial to the achievement of the company's goals.

Following from this, the company is committed, with budgetary constraints, to providing its entire staff with appropriate training and development opportunities that will enable them to acquire the skill and competencies that are needed by the company and for their own development. Equality of access to training and the company's commitment are seen as fundamental principles of the policy.

The company is subject to a variety of statutory regulations, and it must ensure that employees are trained to levels appropriate to their roles, to perform legally and effectively in the best interests of themselves, of others and of the company.

To achieve these aims, the company undertakes to:

- Identify employee training and development needs in the light of, for example, statutory requirements, necessary standards of competence and personal aspirations.
- Set annual priorities in the light of these needs, given budgetary constraints.
- Produce annual training and development plans to ensure that these priorities are addressed.
- Provide appropriate and high-quality induction training for all employees.
- Monitor and evaluate the effectiveness of the training with a view to continued improvement.
- Keep a record of the training received by each employee.

The company recognises that, for its training policy to be effective, those in managerial or supervisory positions must be held accountable for giving their staff adequate warning and time to undertake future training.

The company also recognises that, for its training policy to be effective, employees must take equal responsibility for making themselves available for mandatory training required by law and to make use of the training.

All health and safety training will take place during working hours so far as is reasonably practicable. Where this is not possible, appropriate overtime payments or time off in lieu will be arranged.

Enhancement of competence may take one or more of the following forms:

- Vocational and Academic Qualification(s)
- Attendance at specific courses (internal and external)
- Shadowing others; and
- On the job training (including specific tasks under supervision)
- Online (e-learning) courses
- Company induction

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- Toolbox talks / safety briefings
- Safe work procedures

Employee training is the responsibility of the Service Manager. The need for refresher training is monitored via the company training matrix, which is a live document on our HANDSQ system. Depending on the job function and subsequent changes within the role, where there is no statutory timeframe in which refresher training must be carried out, refresher training will be undertaken at least every 3 years.

All forms of training and academic achievements are documented, and records maintained.



Paul Jordon

Managing Director

Date: September 2025