

Training and Staff Development Policy

Pell Frischmann is committed to providing appropriate training for all staff, linked to the Company's aims and objectives in order to facilitate career opportunities and advancement and to ensure that the Company's workload is carried out effectively by competent professional staff. Staff development is fundamental to the future success of the Company and training is actively promoted at all levels across all areas of the business.

This Training and Staff Development Policy is an integral part of our Company's Business Management System and Health & Safety requirements, our commitment to Investors in People and Staff Performance Appraisals and is consistent with the approach to lifelong learning and continuous improvement.

The ultimate responsibility for the Training and Development Policy is with the Board of Directors and the Chief Executive who have set the following objectives:

- To encourage a culture of innovation, both technically and in the way we work
- To maintain a well trained and motivated workforce with appropriate expertise

Staff development is provided through a combination of formal training under agreement, part time day release, general on the job training and monitoring, attendance at external and in-house courses and seminars, as well as training in the Company's Business Management System.

Pell Frischmann encourages all staff to further their own continuing professional development including attendance and participation in relevant institutional activities.

All training should be carried out in accordance with Company Processes. Training will be reviewed at least annually as part of the Staff Performance Appraisals, at which time agreed training and career development will be identified, agreed and monitored. A substantial budget is allocated annually for the purpose of training.

The Company Training Co-ordinator will liaise closely with the locally appointed Training Officers to manage the overall requirements of the training activities.



Sudhu Prabhu
Chief Executive
20 February 2009