



TRAINING POLICY STATEMENT

Express Assemblies recognises that its most important resource is its employees. Committed to the training and development of each workforce member, the company strives to provide the necessary training and development needs for an individual to reach their full potential.

In order to ensure our commitment, a training plan has been devised which will enable all employees to gain sufficient knowledge of company expectations and job requirements. On the job training as well as monthly tests and refresher activities have been implemented to ensure competency and work towards creating a motivated and highly effective and skilled team.

The training and development needs will be conducted on a number of levels depending on the extent to which it is deemed necessary. Internal training is meticulous and constantly monitored whilst external training methods may be considered and funded if applicable.

We value our staff and as part of the company's training process ask our employees for feedback and opinion on the effectiveness of their training methods to date. Any suggestions are welcomed as we work toward continual improvement of our employee training and skills development.

Customers can rest assured that their products will be performed to the highest quality of service with all parts manufactured in an efficient and profitable operation. We try and make every effort to provide excellence and boost our company reputation.

Signed

Jenny Crane
Director
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