

UK-NSI Co. Ltd

Training and Development Policy

1. The Company recognises that continuous training and the development of skills are essential to its continued efficient and effective operation. Training is a major factor in the future of the Company and is regarded as an investment. It is the aim of the Company to ensure that all employees are equipped with the necessary knowledge, skills and attitude that will enable UK-NSI to be:
 - Better in Quality
 - Quicker in Delivery
 - More Competitive in Price
 - Innovative in Research and Development
 - Proactive in Safeguarding our Environment
2. The Company aims to upgrade and improve, where necessary, the knowledge and skills of all employees, by constantly reviewing and updating training arrangements and giving consideration to changing technology, manufacturing/process changes and product development. Maintaining human resources in terms of quality and quantity is an objective that the Company is firmly committed to.
3. The Company is totally committed to the development of all employees in accordance with their capabilities and the needs of the organisation. Equality of opportunity will be observed in the provision of training and development activities.
4. The management team and the Human Resources Department will monitor training and development activity. Learning objectives will be established and performance against these objectives will be evaluated. The Company's training and development activity will be evaluated by senior management to ensure that it supports the Company's business goals and targets.
5. Arrangements for training can be initiated either by the individual; employee or his/her manager, the final approval resting with the Human Resources Department. Employees who accept responsibility for their own development will be encouraged and supported by the Company.
6. Line managers must take an active role in the training and development process and are responsible for the coaching and development of their own people.
7. Appropriate general induction training and specific job-related skills training will be provided for all newly recruited and transferred employees.
8. Training and development will be practical, job-related and skill orientated, making use of the most effective methods available to achieve the learning objectives. Such methods may consist of:
 - off the job courses
 - seminars and workshops
 - on the job coaching
 - projects
 - special assignments or secondments

- open learning
 - academic courses leading to formal qualifications
 - national vocational qualifications
 - team, committee, working group or problem-solving group membership
 - training and coaching of others
 - any other appropriate activity, including combinations of the above
9. Contributions and suggestions from employees concerning training, education and development are to be encouraged and can be discussed with line management and/or members of the Human Resources Department.

It is the Company's intention to review this policy at regular intervals to ensure that it remains valid and up-to-date.