

## STAFF PERFORMANCE & DEVELOPMENT POLICY

As an organisation that promotes the benefits of training to external organisations, we recognize the importance of encouraging the growth and development of all our employees.

The need for staff development is recognised as a necessary part of assisting our employees to grow and develop. By enhancing their own skills and knowledge, employees can increase their contribution to the organisation.

### For CCGT Internal Staff:

CCGT has a formal performance review system for internal staff, conducted every 12 months. Senior Management is responsible for ensuring that staff receive acknowledgement for work well done and are notified when they are not undertaking their tasks to the standard that is expected. Notification of underperformance will occur as per the CCGT Discipline and Termination Policy.

Performance reviews will be conducted on all new staff prior to the completion of their probationary period.

Staff development may be by means of external studies, internal staff training or by attending relevant training courses. At any time, a staff member may indicate that they feel they need further development in a certain area. The staff member will be encouraged to identify one or several courses that may meet their requirements and present those options to Senior Management.

If an employee wishes to attend a training course or undertake external studies that they believe will provide a benefit to the organisation, they should discuss the options available for reimbursement with Senior Management prior to enrolment.

In assessing the applications / requests for approval, Senior Management will take in to account the relevance to the organisation and current or future needs of the employees' job responsibilities and budget considerations.

An employee who has had approval granted to attend a training course or undertake relevant studies may apply for company assistance for full or partial reimbursement of the fees and textbooks associated with the course.

Reimbursement of fees will only be made upon evidence of successful completion of the approved course. If the reimbursement covers the textbooks, the books remain the property of CCGT at all times and shall be stored within the company library upon completion of the subject.

Examination leave may be granted in respect of attendance at examinations of approved courses of study when the examination is conducted during working hours.

### For CCGT Apprentices & Trainees:

CCGT Field Officers will visit the apprentice/trainee's workplace at least once every 12 weeks to conduct a formal Performance Assessment. The host employer will be provided with the opportunity to complete a written questionnaire documenting key performance indicators relative to the apprentice/trainee together with any feedback they wish to provide. The apprentice/trainee will also complete a self-assessment mirroring the questions asked of their host.

The CCGT Field Officer is responsible for ensuring that apprentices/trainees receive





acknowledgement for work well done and are notified when the apprentice/trainee is not undertaking their tasks to the standard that is expected. Notification of underperformance will occur as per the CCGT Discipline and Termination Policy.

Should an apprentice or trainee wish to undertake any additional qualifications separate to that provided for on their training contract, they should notify their Field Officer. It is the responsibility of the CCGT Field Officer to research the course options, the relevance to their future career advancement and the impact on the Host Employer's business operations.

If the apprentice/trainee opts to proceed with the additional training, all responsibilities including financial costs, leave arrangements and liabilities associated with the training rest with the apprentice/trainee.

Endorsed by the Board of Directors on .....

11/04/2017

CCGT Chairman

CCGT Senior Manager

