

Training and Development Policy

Policy Statement

Tic Tag Systems is committed to providing a place of work and systems of work, which minimises risks. Tic Tag Systems ensures that personnel performing work affecting service quality are competent on the basis of appropriate attitude, aptitude, education, training, skills and experience. Risks arising from inadequate or poor training will be addressed in accordance with Tic Tag Systems Training Management Plan.

Policy Objectives

To achieve our goal we:

- Determines the necessary competence for personnel performing work that affects service quality.
- Created and maintain a training matrix setting out each person's qualifications and training. This matrix incorporates a skills gap analysis and as personnel are available, Tic Tag Systems schedules any required training stemming from this gap analysis utilising the intended training matrix.
- Provide required training and demonstrate that all our personnel meet the requirements of our clients and projects
- Maintain appropriate records of education, training, skills and experience.

Employee & Contractor Commitment

Tic Tag Systems are committed to providing the necessary training for all employees to perform their job at the highest standard. Employees are encouraged to approach management with specific training that may be required or add value to themselves and our clients. Training is not solely the responsibility of Directors and Senior Management. All personnel are encouraged to take ownership of their Training needs and their fellow workers as befits an interdependent team.

Employees and Contractors have an obligation pursuant to the Occupational Safety and Health Act 1984 not to wilfully place at risk the health and safety of any person and not to wilfully injure himself or herself in the workplace. For that reason Employees and Contractors are responsible for carrying out their duties in such a way that health and safety is not compromised by lack of training or competency for the particular task. Employees and Contractors have an obligation to:

- Ensure they are competent and trained to carry out their duties in a safe and efficient manner
- Notify management of training requirements or improvements that can be made

Our Training Responsibilities

Management is responsible for the implementation and monitoring of this policy across all work sites. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy

operates effectively and all employees understand and accept that they too are equally responsible for the safety and training of themselves and co-workers. All contractors, sub-contractors and employees working with Tic Tag Systems must at all times follow and adhere with our policy.

Authorised by



Clinton Smith

Managing Director

Tic Tag Systems