

SHOREFIELD HOLIDAYS LTD

TRAINING AND DEVELOPMENT POLICY

The success of the Company depends on having a team of highly committed, well informed and appropriately trained people. The Board of Directors attach great importance to the training and development of each member of the Company. We regard this as an essential part of our business strategy and an investment in the future.

The aim of training is to assist employees to develop the necessary skills and knowledge to enable them to perform their jobs effectively and to help them to achieve their potential within the Company. It is our policy that promotion should be open to all and depend only on ability.

Training ranges from introduction courses for new employees to technical and development programmes. It is a continuous process consisting of coaching and practical experience at work supplemented by a variety of formal training courses.

Regular job chats and appraisals provide the opportunity for discussion of an employee's training needs and possible changes in career direction in the light of the individual's potential and personal aspirations.

The training and development of each employee is primarily the responsibility of his or her Head of Department. We encourage employees, however, to share the responsibility for the development of their own careers.

In summary, training is an essential element in business planning and must assist in the achievement of Company objectives. It should provide skilled motivated staff able to contribute at their highest level.

Time to Train Requests

Employees may wish to request training for themselves that they believe will improve their effectiveness in the business. They should do so in writing to the Personnel Department. This request is available to any employee who has been employed for at least 26 weeks. The request letter should include full

details of the proposed training course, the provider and the benefit of the training to the business.

A written acceptance or rejection of this will be provided within 28 days. This decision may be appealed by the employee in writing, and this will either be accepted or a meeting will be arranged to discuss it within 14 days. If the proposal is accepted, the written reply will include details of who will be expected to pay for the course, whether any time attending the course will be paid by the Company, and the availability of travel expenses. A cost to the Company may require the employee to enter into a Training Agreement.

Training Agreements

Employees may be required to sign a Training Agreement. Under such an agreement the employee would be required to repay all or part of the cost of the training course, together with the cost of employment, travel expenses and accommodation etc, should the employee leave within a specified time frame. This ensures that the Company receives value for money for all investment in training.