



TRAINING POLICY

Donaldson Associates is a firm of Consulting Engineers which undertakes the design of civil, structural and geotechnical engineering projects at our offices in Uttoxeter, Derby, Glasgow, York and London. DAL also has staff acting in a supervisory role on construction projects throughout the UK and overseas.

We seek to provide training for all employees to ensure that we continue to provide a quality service that fully conforms to the client's requirements each and every time.

IN PARTICULAR WE SHALL:

- Provide education and training of employees in current external standards and internal procedures.
- Ensure that our employees are suitably qualified to perform the tasks they are required to perform.
- Ensure that all staff undergo appropriate safety training so that they work in a safe and healthy work environment.
- Ensure that all our staff have regular reviews to discuss future training needs.
- Ensure that less experienced engineers are given opportunities to work closely with more experienced colleagues.
- Arrange periodic in-house training in the form of seminars, videos, discussion groups etc. available to all staff.
- Train civil engineering graduates in accordance with a training scheme registered with the Institution of Civil Engineers and Geology graduates in accordance with the Geological Society.
- Encourage staff to study by means of day release courses where applicable.
- Ensure that all technical staff prepare a Development Action Plan at the beginning of each year and record all training undertaken against this plan.

WE INTEND TO IMPROVE THE TRAINING PROVIDED THROUGH:

- A management review of the success of training throughout the company. Management shall review the company's commitment to training and determine how future training needs are to be met.
- Provision of sufficient funds to ensure that appropriate training is given to staff when required.

Signed 
S Capel
Managing Director
Donaldson Associates Limited
1st August 2009