

### **Training Policy (ISO 9001:2015 Competence 7.2)**

#### **Introduction to IO Controls:**

Founded in 2004 and operating from offices in Milton Keynes and London, we specialise in Building Energy Management Systems offering Support Services, Project Delivery and Consultation.

#### **Organisational Purpose:**

To make Building Energy Management Systems (BEMS) easy!

#### **Organisational Vision:**

To provide all strategic and operational stakeholders with quality solutions through a highly engaged team working effectively and consistently.

#### **Strategic Direction:**

We aim to generate profitable growth through organic and non-organic means around a core commitment to Quality, Customer Loyalty and Employee Engagement.

#### **Training Policy Statements:**

This policy is based on the belief that employee competence is a key IO Controls asset and that training & associated activities are a prime contributor to organisational effectiveness and to individual satisfaction and productivity.

IO Controls therefore provides on-site and certificated training to all employees linked to Performance and Development needs.

- Training is an essential, integral, and continuing function of IO Controls.
- IO Controls Directors are responsible for providing training necessary for the building of skills and knowledge essential to carrying out the employees assigned tasks (Performance).
- IO Controls Directors are responsible for providing training necessary for the building of skills and knowledge likely to support the employees future enhanced and new roles (Development).
- IO Controls Directors are responsible for providing training in those areas that have broader, organisational application, and shall consult with all departments regarding those requirements.
- Each department and line manager, supervisor and employee is responsible for supporting the goals of this policy and engaging with associated training provision.

- Performance related training will generally be undertaken by Employees within Normal Working Hours though on occasion, reasonable requests may be made for this to be at other times.
- Development related training may be undertaken by Employees within Normal Working Hours though reasonable requests may be made for this to be at other times.
- All employees are to undertake Core and Extended training modules on an annual basis to comply with our Health and Safety requirements.
- Site attending Sub-Contractors may be asked to undertake Core and Extended training modules to comply with our Health and Safety requirements. It is expected that these training modules will be completed outside of contracted hours.

**Communicating the Training Policy:**

- This Policy will be maintained as documented information within the Quality Management System.
- This Policy will be communicated effectively within the organisation such that its intended meaning and impact is understood.
- Efforts will be made to ensure the Policy is available to interested parties as appropriate.

**This policy has been approved & authorised by:**

**Name:** Dirk McManus

**Position:** Director

**Signature:**



**Date:** 24th January 2023

This Policy shall be reviewed annually or when otherwise required due to significant changes in circumstances.