

## *Employment & Skills Policy*

Steel Formed Sections Ltd design and manufacture Steel Framing Systems, and we are a leading manufacturer of Steel Studs & related products for Partition Walls & MF Ceiling Systems.

### **1. Purpose**

This policy establishes Steel Formed Section's (SFS) commitment to attract, retain, and develop a skilled workforce in alignment with our business objectives. We recognize that continuous professional development is crucial for enhancing the capabilities of our employees and for sustaining our competitive edge in the manufacturing industry.

### **2. Scope**

This policy applies to all employees across departments, functions, and roles within SFS.

### **3. Policy Objectives**

1. **Commitment to Skill Development:** To foster a culture of learning and growth by providing access to training and development opportunities that align with the latest industry standards and practices.
2. **Attraction and Retention of Talent:** To attract, hire, and retain skilled and motivated employees by offering a fair recruitment process, competitive compensation, and career development opportunities.
3. **Promoting Internal Career Growth:** To support employees in advancing their careers within the company through skill development, mentorship, and performance-based promotion.
4. **Inclusivity and Equal Opportunity:** To ensure equal opportunities in skill development for all employees, irrespective of their role, gender, race, or background.

### **4. Policy Guidelines**

#### **A. Recruitment and Selection**

- **Skills Assessment:** Identify and prioritize core competencies for each role, focusing on both technical and soft skills required in the manufacturing sector.
- **Diverse Talent Pool:** Promote diversity in hiring by actively encouraging applications from underrepresented groups to build a varied and inclusive workforce.

#### **B. Commitment to Professional Development**

- **Training Programs:** Offer in-house training sessions, online courses, and workshops relevant to the manufacturing industry, such as technical skill development, safety standards, quality control, and new technologies.
- **Educational Assistance:** Provide financial support for employees pursuing job-related certifications, degrees, or courses through accredited institutions.
- **Mentorship and Coaching:** Encourage a mentorship culture where experienced employees support new and junior staff to improve their skills and confidence.

## C. Performance Evaluation and Promotion

- **Skill-Based Assessments:** Use skill assessments and performance reviews to gauge employee growth and readiness for promotion, with particular emphasis on the application of new skills.
- **Internal Career Mobility:** Facilitate career development by encouraging employees to apply for internal job postings and participate in cross-functional projects.
- **Clear Career Pathways:** Define clear pathways for career advancement within the company, outlining skills and experiences required at each stage.

## D. Health, Safety, and Well-being

- **Workplace Safety Training:** Provide regular training on health and safety procedures to ensure compliance with regulations and promote a safe work environment.
- **Employee Well-being Programs:** Implement programs and initiatives to support the physical and mental well-being of our employees, recognizing the impact of a balanced, healthy workforce on productivity.

## E. Continuous Improvement

- **Feedback Mechanism:** Solicit feedback on training programs and development initiatives to ensure they meet employee needs and reflect the latest industry trends.
- **Annual Review:** Conduct an annual review of this policy to ensure it aligns with SFS's strategic goals and evolving workforce requirements.

## 5. Roles and Responsibilities

1. **Managing Director:** Responsible for implementing and monitoring training programs and supporting career advancement initiatives.
2. **Managers and Supervisors:** Facilitate skill development, provide mentorship, and identify employee training needs based on team and departmental goals.
3. **Employees:** Actively participate in available development programs and pursue opportunities for skill enhancement.

## 6. Policy Enforcement

Non-compliance with this policy may result in disciplinary actions. Any employee found violating company policies or failing to participate in mandatory training programs will be subject to review.

## 7. Review and Amendment

This policy will be reviewed annually to ensure it continues to meet the company's objectives and the needs of our workforce.

Steel Formed Sections is dedicated to fostering a skilled, motivated, and engaged workforce that can drive sustainable growth and innovation in our manufacturing operations. We believe that our commitment to professional development will strengthen our position as a leader in the industry.

Our environmental performance and is dedicated to sourcing the raw materials for our products under the guidelines of the ***“BRE Environmental and Sustainability Standard - BES 6001:Issue 4.0- Framework Standard for Responsible Sourcing”*** as per our bre certificate number : RS0049 Issue:05.

Signed by Pat Burns on behalf of the Steel Formed Sections Directors: *Pat Burns*

Position: **Managing Director**

Date:

*01/11/2024*