

## CITYAXIS TRAINING AND DEVELOPMENT STATEMENT

### Purpose and Scope

CityAxis is committed to ensuring that all employees have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their abilities in any ways that fit with the organisation's development to meet its strategic objectives.

### Aims

The main aims of this policy are to:

- Ensure that employees are properly trained in the skills they need to carry out their present jobs.
- Ensure employees are provided with the skills they may need for changes in the way jobs are carried out.
- Encourage employees to develop their skills and talents to enable them to progress and reach their full potential.

CityAxis is committed to making the most effective use of the skills and abilities of its workforce and to helping all employees maximise the contribution they can make. To prove its commitment, CityAxis has formalised its training through this policy statement.

Opportunities for training will be given, irrespective of their sex, age, marital status, disability, race, colour, ethnic or national origin, sexual orientation, religion or belief.

This policy will be regularly reviewed and updated as necessary.

**Signed:**  \_\_\_\_\_

**Date:** 6<sup>th</sup> January 2021

**Position:** Managing Director

**Review:** January 2022