

	<b>Training and Development Policy of Safe Skills Ltd</b>	
BS 7499:2007 , BS 7858:2006		QD.
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## **Training and Development Policy**

Safe Skills Ltd believes in the policy of continuous improvement and employee empowerment. The experience from the security industry in past few years has shown us that the major strength of our company is our employees. The frontline as well as non-frontline staffs are the key to success in this industry. The employee training and development according to the needs of the industry as well as the clients is inevitable. Therefore Safe Skills Ltd has developed a training policy which will be supported our training procedures.

Our training policy for security officers and non security officers is as follows:

- Every employee must have the basic SIA Level-2 training.
- Every Staff member must have the basic SIA Level-2 training.
- All the security officers must be trained before going to their site (On Site training / In house training)
- Every Security officer must be trained according to Site Assignment Instruction.
- All the training records must be placed in the employees files.
- Office staff must be trained by their relevant department managers.
- Company would arrange the training courses for the Security Officers/Area Supervisor from some accredited institute where necessary.
- No guard would be sent to the site without the prior training.
- Company would appreciate the on-going training and development process between the employees regardless of the proper training sessions.