

## TRAINING POLICY

### Objective

IKAD Engineering is committed to employing a multi-skilled workforce which can perform all activities to the highest of standards in the safest manner.

### Strategy

IKAD Engineering recognises formal training plays a significant role in achieving this aim and is committed to working with its employees to the mutual benefit of both parties. Accordingly, the Company strategy is to:

- Support, where appropriate, training and development activities which will benefit the staff and company.
- Prepare a skills matrix for all positions and to schedule training, where required, to meet the basic requirements of the matrix. This training may be fully funded by the Company and can include trade skills, management development, first aid, and safety training.
- Identify a list of additional training, in conjunction with the employees, which is considered to be primarily beneficial to the company but of residual benefit to the employee in the event that they leave the company. This may include training for additional licences and tickets

### Implementation

Where IKAD Engineering agrees that the employee can be made available to attend a course during normal hours, this training may be fully funded according to agreement.

On an individual case basis the Company will consider fully or partially funding the cost of technical or personal development training courses during or after hours, which have a benefit to the work performed by the employee, and the employee shall contribute their time to the training as agreed.

Senior Management of IKAD Engineering shall ensure all necessary resources and support will be available to ensure the successful application of this policy. This policy applies to all IKAD Engineering employees.

A handwritten signature in black ink, appearing to read 'Ivan Donjerkovich', is written over a light blue background.

Ivan Donjerkovich  
Managing Director

21<sup>st</sup> March, 2017

