

TRAINING POLICY

We are committed to developing the skills of our employees and recognise that training often benefits both you and our business. This policy applies to employees only.

TRI will, from time to time, provide company-led training programmes and courses that you are expected to fully participate in. Also, employees and line managers will identify more individual learning and development needs and appropriate training will often be arranged or provided by TRI.

In addition to the above, there sometimes is an additional need or desire for professional advancement by way of more comprehensive training programme, such as a formal qualification. In these circumstances, employees should discuss their requests with their line manager and Human Resources early in their thought-process as TRI may support employees for relevant professional qualifications, provided we recognise the benefits gained for both the organisation and the individual. If support is given, it will be subject to certain conditions and you will normally be asked to enter into a formal separate agreement to confirm the specific terms (including any repayment terms). If you have any questions regarding this or the separate agreement, please ask Human Resources.