

BISLEY TRAINING & DEVELOPMENT POLICY

Bisley Office Equipment conducts its business from two Manufacturing sites, at Bisley in Surrey, and at Newport, South Wales, employing over 800 people. Bisley is a UK manufacturer of a wide range of steel office storage products predominantly for the business office, with a smaller range designed for those working from home, for both the UK and international markets. The Company is committed to the training and development of its people to ensure that a fully skilled and competent workforce is available to enable it to achieve its objectives.

The identification of future personnel needs form an integral part of the Company's planning procedures and a Training and Development Programme, together with a recruitment programme, will form a key part of the Strategic Plan.

Training is undertaken both within and outside the Company; the costs of which form part of the annual budget.

The Company encourages outside interest in working for the Company by organising factory visits for schools, colleges and community groups, with close liaison with local educational institutions and participation in local community projects.

The Company also encourages local recruitment of students with possible engineering project sponsorship, including 'The Year in Industry' system, graduate sponsorship and post-graduate sponsorship. Bisley will provide financial support and allow time for Training and Development courses.

Bisley also supports a policy of internal recruitment and development for all levels of the Company's activities.

The Company ensures that all training providers are approved to the required standards for the achievement of Bisley needs.

Bisley reviews, at Board level, all Training and Development needs on an annual basis and continually monitors the achievement of the Company's Objectives through the Training and Development Policy.

Signed: 

John Irwin, Managing Director

Date: *7th October 2009*