

LOS Electrical Engineers is committed to leading the industry in training its staff.

The aims of training are to ensure that all employees are given the necessary help to develop the knowledge, skills and attitude that they require to carry out their jobs efficiently and safely, and to provide every opportunity for career development.

LOS Electrical Engineers undertakes development of its people and satisfies identified organizational requirements to fulfill the needs of the individual, the business and its customers.

The specific commitments of LOS Electrical Engineers training policy are as follows:

- All employees will be trained in Health and Safety for the protection of the individual to meet the needs of the LOS Electrical and statutory legislation requirements.
- All new staff will receive a Health & safety induction.
- During the early weeks of employment, all employees will receive thorough training in the basic skills of their job.
- Training will be provided on a regular basis to reinforce and update an understanding of LOS Electrical Engineers objectives, policies and procedures.
- Where practicable, to encourage job satisfaction and maintain efficiency, all employees will be trained in a variety of skills to achieve flexibility.
- Appropriate job-related further education is considered an important element of career development and employees will be encouraged to make full use of external facilities.
- Performance Development Reviews will be conducted at least once a year, in order to assess performance and potential and to identify training needs. Each such review will involve a face-to-face discussion and appraisal.
- Job succession planning will be carried out and appropriate training given to develop potential.
- Training records and individual portfolios will be maintained, to indicate the achievement of objectives and to assist in the identification of further training needs.

It is recognized that the responsibility for providing training and development lies with LOS Electrical Engineers and its Director. Adequate resources and facilities will be provided to ensure that the commitments described above can be met.

Signed:

A handwritten signature in black ink, appearing to be 'J. H.', is written over a light blue circular stamp.

Date: 12<sup>th</sup> March 2026

Managing Director