



STATOM HOLDINGS Limited (Statom Group Limited, Statom Group North Ltd, Statom Plant Ltd, Statom Remediation Ltd, Demoforce Group Ltd, FL-Facilities Group Ltd, Slipform Technology Ltd, Spark Tech MEP Ltd, Franki Foundations UK Ltd, Martello Piling Ltd) ("Statom", "the Company", "we", "us", "our").

We are committed to high standards of professional conduct, integrity and accountability. As a leading civil engineering and construction organisation, we recognise that the behaviour and standards of our people are fundamental to safety, quality, effective collaboration and our reputation as a trusted industry leader.

Everyone working for or on behalf of the Company must act with professionalism, respect and responsibility, follow Company policies and lawful instructions, and raise concerns promptly where safety, wellbeing, integrity, data or legal compliance may be at risk.

1. Purpose

This policy sets the principles for learning, training, competence and professional development across Statom. It supports safe and competent delivery, legal and client compliance, career development, succession and consistent training records.

2. Scope

This policy applies to employees and apprentices. Relevant mandatory training requirements may also apply to workers, contractors, agency staff and consultants where required by role, site, client, law or contract.

3. Principles

- Training must be relevant to role, competence, risk and business need.
- Mandatory and safety-critical training takes priority over discretionary development.
- Access to development will be fair and objective, with reasonable adjustments where required.
- Training records must be accurate, current and auditable.
- Managers must not permit work requiring competence, licence or certification where the individual is not competent or authorised.

4. Training needs and competence

Training needs may arise from induction, role profiles, competence frameworks, appraisals, project requirements, legal duties, client standards, audit findings, incidents, technology change, succession planning and individual development goals. Managers must identify gaps and agree proportionate actions with HR/L&D.

5. Types of learning

- Induction and onboarding.
- Mandatory legal, compliance and health and safety training.
- Role-specific technical and operational training.
- Professional qualifications, chartership and continuing professional development.
- Apprenticeships and structured earn-and-learn programmes.
- Leadership, management, communication and behavioural development.
- Coaching, mentoring, on-the-job learning and supervised experience.

6. Mandatory training, working time and pay

Time spent on employer-required training is treated as working time for National Minimum Wage purposes where the statutory rules apply. Managers and Payroll must ensure that required training and any permitted deductions do not result in underpayment of the National Minimum Wage. Working Time requirements and fatigue must also be considered when training is scheduled outside normal hours.

7. Training costs and repayment

The Company may fund approved voluntary professional development. Any repayment arrangement must be agreed in writing before the cost is incurred, be clear and proportionate, and comply with wage-deduction and National Minimum Wage rules. Mandatory training costs will not be recovered in a way that reduces pay below

the National Minimum Wage. Apprenticeship training and assessment costs will be managed under applicable apprenticeship funding rules and the separate Professional Qualification and Apprenticeship Policy.

8. Apprentices and professional qualifications

Apprenticeships and sponsored professional qualifications must have documented programme requirements, training provider arrangements, protected learning or off-the-job training where legally required, competence reviews and appropriate line-manager support. Employment terms, apprenticeship agreements and funding rules must be followed.

9. Training records

- Record course title, provider, date, attendance, assessment result and expiry date where relevant.
- Maintain licences, cards, certificates and competence evidence in approved systems.
- Managers must check expiry dates before allocating regulated or safety-critical work.
- Training records are personal data and must be retained and shared in line with the Data Protection Policy and retention schedule.

10. Equality and reasonable adjustments

Training, development and progression decisions must comply with the Equal Opportunities Policy. Reasonable adjustments will be considered for disabled participants and for health, language, literacy, neurodiversity or accessibility needs where appropriate.

11. Responsibilities

Role	Responsibility
HR / L&D	Framework, records, providers, evaluation, equality and governance.
Managers	Identify needs, release staff, verify competence and evaluate application.
Employees / learners	Attend, participate, complete assessments, maintain evidence and apply learning.
Health & Safety / Technical leads	Specify safety-critical or technical competence requirements where relevant.

Authorisation and review

SIGNED



Gavin Hunt
Chief Development Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027

*Review: Annually or earlier where legislation, guidance, Company practice or operational requirements change.
This policy is subject to annual review and approval by the Board.*