

## Training and Development Policy

### About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

### Scope

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 and apprentices 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 a regular basis and continually monitors the achievement of the Company's objectives through the Training and Development policy.



Signed .....

Richard Costin  
Chief Executive

Date 1<sup>st</sup> August 2024