



Principle
networks

Training & Development Policy

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Purpose

Principle Networks is committed to the continuous training and development of its employees.

Our Training and Development policy refers to the company's learning and development programs and activities, and training events.

In a fast paced, modern environment, we understand the need for employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the company. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

Scope

This policy applies to all permanent, full-time, or part-time, employees of the company. Employees who are currently in their probation period, or employees with temporary/short-term contracts, might attend formal training at their manager's discretion.

This policy does not apply to contractors or consultants.

Policy elements

Employees, managers, and Human Resources (HR) should all collaborate to build a continuous professional development (CPD) culture. It's an employee's responsibility to identify development needs with the support of their manager and actively seek out new learning opportunities. It's a manager's responsibility to coach their teams, identify employee development needs, and explore options for relevant training and development. It's HR's responsibility to facilitate any staff development activities and processes.

What do we mean by training and development?

In general, we approve, encourage, and will support the following employee trainings:

- Formal training sessions (individual or corporate)
- Formal training or study that results in a certification or qualification
- Employee coaching and mentoring
- Participating in conferences
- 'On the Job' training
- Job shadowing
- Task rotation with team or department

As part of our learning and development provisions, we can also arrange for subscriptions or educational material, so employees will have access to learning resources, news, articles, and other material that can help them become better at their job or advance their professional certifications.

There are two conditions for this:

- Learning Resources/Subscriptions/Material should be job-related
- All relevant fees should be deemed reasonable by the business and be authorised

This list does not include software licences or other tools that are necessary for employees' jobs.

Employees in probation

During their probation period employees are supported with learning and development through a new starter induction, ongoing supervisory support, training and regular review discussions, feedback, and guidance. The aim is for the employee to get to know the key elements of their job and how their skills and experience can be used effectively to achieve the job requirements. This is typically achieved through on the job training and shadowing however, an employee in probation can be included in other training activities at the discretion of their manager, with reasonable business justification.

Individual training programs

The company has provisions regarding individual training programs. All employees that have passed their probation period are eligible to participate in externally run training programs, either individually or in teams. Costs for training will be discussed and agreed on an individual basis. Employees can be absent and allocated time for training upon agreement with the line manager.

Corporate training programs

We might occasionally engage external experts to train our employees. The company will cover the entire cost in this case. Examples of this kind of training and development are:

- Equal employment opportunity training
- Diversity training
- Leadership training for managers
- Conflict resolution training for employees
- Information Security and Cyber Risk Awareness

Learning Management System (LMS)

Principle networks, use a Learning Management System (LMS) to enhance teaching and learning processes. The LMS is an online application that facilitates the administration, delivery, tracking, and reporting of training programs. Not only does it create a cohesive learning environment, it is also used to promote continued awareness of important company policies, work practises and important legislation employees need to be aware of on a regular basis.

Cyber and Information Security Awareness Training

Security is paramount within Principle Networks and we understand it is critical to ensure all staff conduct regular security awareness training. Security awareness training is conducted in multiple ways including, company update meetings, email communication and by utilising the company Learning Management System (LMS) to ensure employees understand the importance of information and cyber security principles. At a minimum all Principle Network employees will complete the following training courses;

- Cyber Security Training
- UK General Data Protection Regulation (GDPR) Training

The training will be completed as a refresher on principles within the courses on an annual basis.

Training Results

Training results of courses and subsequent tests completed within the Principle Networks Learning Management System (LMS) are recorded and where personnel are found to fall short on an

acceptable passing score training will be repeated, or further training given to ensure they understand the concepts and their obligations to them. Any tests will then be retaken to confirm.

Learning from Cyber Security Incidents

All security incidents reported should be recorded as a case within Dynamics after following the security reporting processes. The incident then should be added to the security incident register so that Principle Networks can identify recurring or serious incidents and their causes to update the information security risk assessment and determine and implement necessary additional controls to reduce the likelihood or consequences of future similar incidents. Mechanisms to enable that include collecting, quantifying and monitoring information about incident types, volumes and costs.

As part of managing security incidents, once the threat has been dealt with its encouraged that to enhance user awareness and training by providing examples of what can happen, how to respond to such incidents and how to avoid them in the future.

Other types of training

Both employees and their managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring their subordinates.

Employees and managers are responsible for finding the best ways to ensure CPD. They can experiment with task rotation within their team or department, job shadowing and other types of on-the-job training (without disrupting daily operations). We also encourage employees to use their rights for self-paced learning by asking for educational material and access to other resources.

General guidelines

- All eligible employees are covered by this policy without discrimination of any kind
- Managers should consider how they will evaluate the success of training efforts and should keep records for reference and better improvement opportunities
- All employee development efforts should respect cost and time limitations, as well as individual and business needs
- Everyone should make effort to attend any training events to which they are invited
- Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work

Procedure

This procedure should be followed when employees want to attend external training sessions or conferences:

1. Employees (or their team leaders) identify the need for training.
2. Employees and team leaders discuss potential training programs or methods and come up with suggestions.
3. Employees or team leaders contact HR and briefly present their proposal. Depending on the detail of the proposal, they might also have to complete a form providing more information.
4. HR researches the proposal, with attention to budget and training content. HR might seek the guidance and direction of a senior manager or company director where the proposed employee development activities have significant cost or time implications on the business.

5. HR approves or rejects the proposal. If it is rejected, HR should provide employees with reasons in writing.
6. If it is approved, HR will make arrangements for dates, accommodation, reserving places, and will confirm to the employee what costs will be covered by the company, as well as setting out any costs that the employee should cover.
7. In cases where the company doesn't pay for the training directly, employees will have to pay and send invoices or receipts to HR. HR will approve employee reimbursement according to this information.
8. If an employee decides to drop or cancel a training event, they'll have to inform HR immediately. They'll also have to shoulder any cancellation or other fees.
9. In cases where training ends with examination, employees are obliged to submit the results. If they don't pass the exam, they can retake it on their own expense.

Generally, the company will cover the cost of training fees including registration and examination (one time). The company may also cover transportation, accommodation, and personal expenses. If it is decided that the company will cover these costs, HR will make arrangements for employees on their behalf (e.g. tickets, hotel reservations). Any other covered expense that employees have will be reimbursed, after employees raise an expense claim with all relevant receipts and invoices.

In the case of a longer training or study programme that has significant value or cost to the company, the company might look to enter into a formal training agreement with the employee. For example, the company might cover some or all the cost upfront but agree a sliding repayment schedule that would take effect if the employee were to leave the company within an agreed time frame, during or after completing the training or study. The details of this would be tailored and agreed on an individual basis.

If employees want subscriptions, they should contact HR directly or ask their managers to do so. HR will preferably set up the subscription. In some rare cases, they might give formal approval to employees so they can do it themselves. Once employees make arrangements, they should inform HR of the cost and any other details in writing. Any relevant invoices should also be sent to HR.

HR's responsibilities also include:

- Assessing training needs for the business overall, and in collaboration with managers
- Maintaining budgets and training schedules
- Assisting with learning and development activities and strategies
- Promoting corporate training programs and ideas or plans for employee development
- Gathering feedback from employees and managers on training or resources provided
- Calculating learning and development KPIs whenever possible and decide on improvements

Document Control, Detail and Change

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Any suggested changes or amendments must be communicated through the author for consideration and inclusion if suitable.

Document Validity and Reference Documentation

This document will be reviewed when changes are made or as part of the annual Principle Networks internal audit process. Any reference documentation and appendices listed within this document will also be reviewed and updated where necessary.

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