



CLIFFE PACKAGING LTD

Career and Performance Development Policy

Issue No: 2.0

Created Date: 15/06/2023
Contact Officer: Matt Dawber (QHSE Manager)
Latest Revision: 14/06/2024 (2.0)
Review Date: 14/06/2025

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1.0 Introduction

1.1 Purpose

Cliffe Packaging Ltd believes the development of its workforce is crucial in its success within the marketplace, both from an employment satisfaction perspective and that of excellence and growth. Although it operates with a small workforce and flat structure, it believes in a strategy of promoting within when the conditions permit. Cliffe Packaging encourages employees to seek advancements in their careers through training and development whilst with the company and endeavours to support them where the business allows it.

This policy outlines how the business ensures employees develop knowledge and skills to benefit their personal ambition whilst ensuring they are suitably qualified to perform in their job to the high standards with which the company prides itself.

1.2 Scope

The scope of this policy includes all managers and employees of Cliffe Packaging Ltd.

1.3 Principles

Career development can be defined as what an individual seeks from their own working life, including job progression and development of skills/knowledge beyond their current job's requirements. Performance or talent development can be defined as what the business requires employees to undertake and complete to ensure it has a suitably qualified and experienced workforce to operate, whether that be present or future requirements.


This policy is based upon three principles:

- Responsibility for career development is shared between employees, line manager (where applicable) and the directors of Cliffe Packaging.
- Formal career development opportunities will be open to those performing well in the current job and where there can be a need for the business.
- There is no pressure on employees to take part in career development activities, and there are no penalties or stigma for those who wish not to take part.

2.0 Objectives

Cliffe Packaging is committed to the following objectives:

- Promote within where the business has an available position.
- Provide equal opportunities to all employees when progression opportunities are available.
- Have **100%** of its employees receive an annual personal development review in **2024**.
- Have **100%** of its employees receive skills development training in **2024**.
- Encourage employees to undertake relevant courses and training.
- Consider all requests from employees wishing to enrol in self-identified externally provided courses or training.
- Undertake annual personal performance and development reviews with all employees.
- Deliver training to all employees where it is a requirement for the business's operation.
- Increase attractiveness to new employees through opportunity of skill development.
- Retain current employees by offering, within reason, opportunities to progress and enhance skills.

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3.0 Controls and Measures

Cliffe Packaging endeavours to meet its information security objectives with the following controls and measures:

- Every employee must be issued with a job description which outlines their responsibilities and key tasks, which may be updated in the annual review. A new revision of the job description for the upcoming year is to be issued where appropriate.
- All line managers must conduct annual reviews with their team members, with the minutes and decisions recorded and issued to the directors for possible actions.
- Training time must be recorded within the Skills and Competencies Register, which forms part of the business's quality and environmental management systems.
- Line managers are required to grant team members with appropriate and reasonable time and opportunity to attend industry events and exhibitions within their working hours.
- Management system training is delivered to all employees on an annual basis.
- Role-dependent training materials, which are regularly reviewed and updated for accuracy, should be issued to the relevant target employees at the start of their employment and with any updates.
- Directors must provide opportunity for suitable employees to progress when suitable role becomes available, should they be interested to do so.
- Where it provides progression, all openings must be available to existing employees before they are externally advertised.
- Grievance forms are provided to allow employees to submit any concerns around career and performance development.

4.0 Review and Approval

The HR committee (including Company Secretary) has been appointed to oversee the implementation of this policy.

This policy is reviewed at least once annually by the board of directors with guidance from the QHSE Manager, is communicated internally and is made available publicly to all interested parties upon request.

Signed: 

Date: 14/06/2024

Mr Philip Dawber
Managing Director