



Employee Training Policy and Handbook

The Board of Linlithgow Rugby Club shall ensure that all of our training requirements are managed in the proper manner, with the aid of an Employee Training Plan, which shall assess and then identify all of our training needs to cover all of the Club's operations.

Training Objectives

- Minimise the number of occupational accidents and illnesses with the ultimate objective to achieve an accident-free workplace.
- Ensure compliance with all relevant Health, Safety and Environmental legislation.
- Provide training to enable our workforce to maximise their effort for the provision of a first class service to our client.
- Ensure the training given to our staff is sufficient to meet the requirements of our Health & Safety and other key operational policies.
- Improve the efficiency of our workforce through greater confidence in their abilities and new skills.
- Create a sense of achievement, increase staff morale and motivation.

Induction Training - all employees will be required to complete the club Induction training which introduces them to the basic expectations and requirements covering the conduct of all employees.

Recording - a full record of Induction Training is kept for all employees. In addition each employee has a personal training record which is kept at head office.

Review - all employee training records will be reviewed on an annual basis and any refresher training courses organised on their behalf.

Employee Handbook

One of the ways we provide information to employees is via our Employee Handbook which is distributed to all employees every year following a short training session. The employee is expected to read this Handbook and must sign the Return Slip at the back of the book. A copy of the Employee Handbook is attached to the policy.

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