

Professional Development Policy



Doc. Ref	BMSP.30
Revision:	05
Date:	22/12/2025
Approved:	Jun Yue

Scope

This policy applies to all employees of Lee Marley Brickwork Ltd. It is non-contractual and may be varied, replaced, or withdrawn at any time with or without notice or consultation.

Purpose

At Lee Marley Brickwork Ltd, we are committed to fostering an environment where all employees can develop their skills, knowledge, and career opportunities. This policy outlines our approach to supporting personal and professional growth in alignment with our business objectives and values.

Key principles

- 1. Commitment to Development:** We value our employees and recognise that their growth contributes to the success of our business. We aim to provide resources and opportunities for continuous learning
- 2. Shared Responsibility:** Personal development is a shared responsibility between the Company and the employee. While we provide support and opportunities, employees are encouraged to take ownership of their development
- 3. Alignment with Business Goals:** Development opportunities will be aligned with the company's strategic objectives and operational needs
- 4. Use of the Learning Management System (LMS):** The LMS is the central platform for managing, delivering, and tracking all training and professional development activities across the business. It supports a consistent approach to learning, progress tracking, and compliance.

Our commitment

We will:

- Provide access to training, workshops, e-learning modules, and certifications relevant to roles within the construction industry
- Encourage regular performance reviews and development discussions between employees and their line managers
- Support apprenticeships, mentoring, and on-the-job training to enhance skills and career progression
- Offer funding or part-funding for approved external courses that align with business needs
- Allow for paid or unpaid time off to attend approved training or development activities, as agreed with the employee's manager
- Recognise and reward achievements in personal development
- Maintain and continuously improve our LMS to provide a central, user-friendly space for accessing learning content, tracking progress, and recording completed qualifications and certificates



- Use LMS data to identify skills gaps, plan future development initiatives, provide career pathways and ensure compliance with mandatory training requirements.

Employee expectations

Employees are encouraged to:

- Actively participate in training and development opportunities, including completing assigned LMS modules within the required timeframes
- Log and track all learning activity within the LMS to maintain an up-to-date development record
- Identify areas for personal growth and discuss these with their line manager during regular reviews or via the LMS development planning tools
- Apply new skills and knowledge to their role to improve performance and contribute to the Company's success
- Provide feedback through the LMS on training effectiveness and learning experience to support continuous improvement.

Process

1. Development planning:

- o During annual Performance and Development Reviews (PDRs), employees and line managers will identify development needs and agree on a plan
- o Plans should include clear objectives, timelines, and resources required
- o Agreed training and development goals should be recorded within the LMS to enable progress tracking and review.

2. Accessing opportunities:

- o Employees can request access to specific training or development programmes by submitting a proposal to their line manager or via the LMS request function
- o Mandatory and role-specific training assignments will be allocated through the LMS.

3. Evaluation:

- o Progress and outcomes of development activities will be reviewed during regular follow-up meetings and within the LMS
- o Completion data and feedback collected through the LMS will be used to assess the impact and quality of learning programmes.

Professional Development Policy Support



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For guidance on personal development, employees should contact their line manager or a member of the L&D team. Support with LMS access, training navigation, or troubleshooting can be obtained from the L&D team.

General

Should you have any questions or queries regarding this policy, please contact your line manager or a member of the HR team.

Policy review

This policy will be reviewed annually or as required to ensure it remains current and effective.

Approved by:

Dan Clarkson
Chief Operating Officer

Nick Boulton
Managing Director – Scaffold

For and on behalf of Lee Marley Brickwork Ltd

Date:

8th Jan 2025