

## TRAINING POLICY

Integrated into **OSTOJIC GROUP PTY LTD's** business culture is our commitment to the Training of our employees. **OSTOJIC** is determined to be the civil construction, transport and logistics industry leader in training to ensure that we provide continuous training to our employees and in turn providing quality performance and professionalism to our clients.

### **This will be achieved by;**

- Employing suitably qualified and competent personnel who can demonstrate compliance with all applicable laws, regulations and statutory obligations.
- This policy statement is presented to the employees at commencement of their employment to ensure that they have a clear understanding of the company's expectations in relation to self improvement through our training policy and guidelines.
- All employees are required to participate in any training that is delivered by either an internal or external source relevant to the employees position with the company.
- New employees will undergo a six month induction, training and personal assessment of qualifications and competencies whereas throughout this period any additional training required will be recorded on the employees training matrix and will be provided accordingly.
- Existing employees work performance and professionalism are continually monitored, recorded on the training matrix and improvements implemented as required.



**Simon Ostojic**  
**General Manager**  
**OSTOJIC GROUP Pty Ltd**      **05 July 2010**