

## TRAINING POLICY

Pickwick 1A is fully committed to training and upgrading the skills of all its staff. All staff shall be treated equally and offered the opportunity for self-improvement, including training that is deemed to benefit the employee, the community and the Company. Training includes Company induction (mandatory for all employees), site specific training, contract specific requirements and personal development (e.g. industry courses, health and safety, industrial relation, technology and management). We will seek to provide staff with such opportunities.

Pickwick 1A operates its own Training Program, which is specifically designed for our industries. It includes site training sessions and seminars held at outside venues.

Site specific training is usually conducted by divisional management to ensure employees are fully versed in all aspects of their job. Site specific training includes but is not limited to:

- Site Security requirements
- Substance handling, decanting, storage, use and disposal
- Emergency procedures
- Quality Assurance requirements
- Economy and efficiency of time management
- Safe Work Method Statements
- Personal security

Seminars, workshops and toolbox meetings are held periodically as required. They include video training films with follow up questions and answer sessions, visits, discussions and demonstrations from leaders in our fields of operations. At times attendance by all is mandatory.

Our commitment to training sets us apart from our competitors. This commitment ensures we provide our customers with a service that is of high quality, safe for our clients, tenants, staff and other people and environmentally friendly, we continuously strive to substitute our chemicals for safer alternatives.

Pickwick 1A dedicates resources to ensure compliance to the multitude of laws, standards and codes that affect our operation. Our new employees are required to complete or have completed the minimum accredited training courses for work in their industry.

*Leanne Phillips*

Leanne Phillips  
Chairperson and Director  
Pickwick 1A Facilities Services Pty Ltd  
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