

Atomic80 Limited

Training Policy.

The Company is committed to providing suitable training and supports continued professional development of its staff in relation to its business. The purpose of the Company's training policy is to establish its commitment to maintaining its core and specialist skills in its chosen sphere of operation.

The Company's general policy is:

- To create and maintain a skills assessment and training process that shall be contain within the Training and Continued Professional Development file.
- The Company shall carry out regular skill assessments to identify possible skill shortcomings.
- Skill assessments shall be carried out for all areas of operation including but not restricted to:
 - Professional skills to service client requirements in relation to the companies business.
 - Professional skills required by professional bodies in relation to the company's business.
 - Commercial skills required for the company's business.
 - Health and safety skills for the Company to fulfil its duty of care.
- Identified skills shortages shall be addressed by one or more of the following ;
 - Training of staff to an acceptable level of competence.
 - Recruitment of personnel with appropriate skills and experience.
 - Directly purchasing the required skills and experience from third parties.
 - Other company authorised solutions.
- The financial costs for the development of general core skills shall be bore by the Company.
- The cost of the development of client specific skills shall be born by the Client.
- The cost for Continuing Professional Development shall be agreed between the parties.
- No training cost shall be incurred without the written approval of the Company.

D G Mead

Director Atomic80 Limited.

Date of issue - 1st July 2015.

Review date - 1st July 1016.