

## Training Policy Statement

Staff training is an integral part of the Company Culture. Training requirements are regularly reviewed using a Skills Database covering every employee of the Company. It is the Company's aim to ensure that all personnel receive the training they require to fulfil their appointment successfully.

A wide range of Health, Safety training is available to operatives. This includes task specific training for plant also, first aid, work at height, abrasive wheels, safety awareness.

The Company training needs are regularly reviewed to ensure that our standards are not compromised.

Site training requirements are reviewed at the start of each contract and throughout the contract, at the regular health, safety and environmental planning meetings, this ensures that all personnel are adequately trained at all times. Some topics are covered by regular toolbox talks and during site visits by members of the Safety Advisors.

The Company Skills Database is used to record training details for each individual within the Company. This database allows training to be structured with re-training requirements for the forthcoming years easily identified.

In addition all training days are recorded and monitored as an Indicator of the Company to ensure that adequate investment in our people takes place.



Tracy Bourne  
Company Secretary  
John Martin-Hoyes Ltd.  
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Next Review Date: April 2015

JMH DIRECTIONAL DRILLING LTD.  
Martin House  
Exchange Road  
Lincoln LN6 3JZ  
01522 696363