



TRAINING DEVELOPMENT POLICY

Throughout the context of this policy, the term "Company" pertains to Cava Group of Companies and any affiliated subsidiaries, either individually or collectively.

The Company acknowledges the pivotal role played by its employees in contributing to the achievement of strategic objectives and goals. In line with this recognition, every employee within the Company will be afforded developmental opportunities aimed at equipping them with the necessary skills, knowledge, and understanding to perform their tasks and duties safely and efficiently within the workplace.

Employee development will be facilitated through various platforms, including but not limited to:

- **Inductions:** Comprehensive introductory sessions to familiarise employees with the company's policies, culture, and essential information.
- **Toolbox Talks:** Informal, interactive discussions focusing on specific work-related topics to enhance understanding and awareness.
- **Mandatory Training:** Obligatory sessions designed to cover essential skills and compliance requirements.
- **Internal Training:** Tailored training sessions conducted internally to address specific job-related competencies.
- **External Provider Training:** Collaborations with external training providers to access specialized expertise and knowledge.
- **On-the-Job Experience:** Practical hands-on learning experiences within the work environment.
- **Mentoring:** Pairing employees with experienced mentors to facilitate knowledge transfer and professional growth.
- **Online Learning:** Utilising digital platforms for flexible and accessible learning opportunities.

The overarching goal of this policy is to establish a systematic framework for planning, managing, recording, and evaluating staff development activities within the Company. Adherence to this framework ensures a structured approach to employee growth and competence enhancement.

The Company commits to leveraging appropriate resources, both internal and external, guided by the Training and Development Procedure. This strategic utilisation of resources will enable the Company to foster a culture of continuous learning, skill refinement, and professional advancement among its workforce.

Mick Tully
Director

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