



Learning and Development Policy

Purpose

Our Learning and Development (L&D) approach exists to help people grow in ways that matter; to them, to their teams, and to the wider Company. We believe that when individuals are supported to build their skills, expand their thinking, and pursue meaningful development, they are better equipped to do great work and adapt to change with confidence.

This policy sets out our commitment to creating a culture where learning is continuous, inclusive, and accessible to everyone. It recognises that development is not one-size-fits-all: each person brings different strengths, ambitions, and experiences. By investing in these differences, we aim to unlock potential, strengthen collaboration, and enable people to thrive at every stage of their career.

Through shared responsibility between individuals, managers, and the Company, we aim to make learning a natural and valued part of everyday work, supporting both personal fulfilment and collective success.

Principles

Our approach to Learning and Development is guided by the following principles, reflecting the needs of an electronics manufacturing and supply chain environment:

1. People at the Centre

We place people at the heart of development. We recognise the diverse skills, experiences, and career aspirations across our workforce, from production and engineering to logistics and support functions and aim to provide opportunities that are relevant, inclusive, and accessible to all.

2. Business-Relevant and Future-Focused

Learning is aligned to the current and future needs of our business. We prioritise developing capabilities that support operational excellence, product quality, innovation, and resilience across the supply chain, ensuring we are prepared for evolving technologies and market demands.

3. Safety, Quality, and Compliance First

We are committed to maintaining the highest standards of health and safety, product quality, and regulatory compliance. Learning programmes will reinforce safe working practices, industry standards, and legal requirements essential to our operations in the UK and beyond.

4. Continuous Learning Culture

We promote a culture where learning is part of everyday work. Employees are encouraged to continuously develop their knowledge and skills, share expertise, and learn from experience, supporting both incremental improvement and innovation.



5. Shared Responsibility

Development is a shared responsibility. Individuals take ownership of their growth, managers actively support and enable development, and the Company provides the framework, resources, and opportunities to make learning effective.

6. Practical and Applied Learning

We value learning that can be applied directly to the workplace. Emphasis is placed on hands-on experience, problem-solving, and real-world application within manufacturing, engineering, and supply chain contexts.

7. Fair and Equitable Access

We are committed to providing fair access to development opportunities, ensuring that decisions are transparent and based on role requirements, potential, and business need, while supporting equality, diversity, and inclusion.

8. Developing Skills for Progression

We support career development and internal mobility by building clear pathways for progression, including technical, operational, and leadership routes, helping to retain talent and build organisational capability.

9. Partnership with Industry and Education

Where appropriate, we collaborate with external partners, training providers, and industry bodies to ensure our learning reflects current best practice and supports recognised standards within the electronics and supply chain sectors.

10. Measured Impact

We focus on learning that delivers measurable value. Development activities are designed and evaluated to ensure they contribute to individual performance, team effectiveness, and overall business outcomes.

Continuous improvement

The Company places continuous improvement at the core of our learning policy. We recognise that once an employee has completed their introductory and induction training, their development and improvement may stagnate as they become an integrated member of the workforce. The Company is committed to avoiding this in order to constantly improve the quality of service we provide and to ensure each employee is provided with the opportunity to continually improve and develop within their job role, profession and personally.

In order to provide training that is focused on continuous improvement, the organisation will follow the below procedure:

- every 12 months, in line with our financial year budget planning, the training needs of our teams will be proactively assessed to identify any skills gaps, learning areas or skills which can be improved.
- once this assessment has been completed, line managers will collate the responses and areas for improvement
- these improvement areas will be submitted to the HR team
- the HR team will schedule training during the following financial year using a variety of methods including, but not limited to:
 - e-learning or webinar sessions



- external training sessions
- internal training sessions
- mentoring
- shadowing or on-the-job training

We actively encourage individual employees to raise training needs and wishes based on areas for continuous improvement that they have identified themselves. Employees may, if they wish, approach their line manager regarding continuous improvement at any time.

Roles and responsibilities

TechPoint Group recognises that every part of the organisation has a part to play in ensuring the effectiveness of its approach to L&D. The main roles and responsibilities are set out here:

- The SLT has overall accountability for the effectiveness both of this policy and the Annual L&D Strategy. The SLT commits to regularly reviewing progress with L&D.
- TechPoint believes that every line manager throughout the Company has a key part to play in contributing to the working of this L&D policy. Line managers will be provided with support to enable them to deliver on this responsibility.
Responsibilities will include:
 - Assessing the performance of team members and providing regular feedback.
 - Supporting team members with learning and development opportunities.
 - Providing one to one instruction.
 - Providing group learning opportunities e.g. through team meetings.
 - Encouraging individuals to reflect on their learning, share this with colleagues and apply their learning.
- Every member of Team TechPoint has a responsibility to proactively manage your own Continuous Professional Development (CPD). You will be supported in this by your line manager and the HR Team. You are encouraged to identify your learning needs, learn through a wide range of methods and apply it to your work. You will be encouraged to reflect on your learning and share your learning with colleagues (e.g. through team meetings, contributing to project teams, acting as a subject matter expert).
- The HR Team and SME contributors have responsibility for updating the information available through the e-learning system 'TechPoint University'.

Equality, Diversity and Inclusion

We are committed to creating a learning environment where everyone is treated with dignity, fairness, and respect. Our approach to Learning and Development supports an inclusive culture in which all individuals, regardless of background, identity, or circumstance, have equitable access to opportunities to grow and succeed.

We ensure that development opportunities are accessible and inclusive, taking into account different learning styles, working patterns, and individual needs. This



includes making reasonable adjustments where required, so that everyone can participate fully in learning activities and reach their potential.

We are committed to aligning our practices with the principles of the Equality Act 2010, ensuring that no individual is disadvantaged or excluded on the basis of protected characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Decisions relating to access to learning and development will be made fairly, transparently, and based on role requirements, potential, and business need. We actively seek to identify and address any barriers to participation, and we monitor our practices to promote equity and continuous improvement.

We also recognise the value that diverse perspectives bring to innovation, problem-solving, and organisational success. Through inclusive learning practices, we aim to build awareness, strengthen collaboration, and ensure that our workforce reflects and supports the diverse communities in which we operate.

This policy is non-contractual.

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