



HALLS HEAD BOWLING & RECREATION CLUB INC

TRAINING AND DEVELOPMENT POLICY 2023-2024

The purpose of the Professional Development Policy is to encourage and support employees in their professional development as an integral part of their employment with Halls Head Bowling and Recreation Club (Inc.). Halls Head Bowling and Recreation Club (Inc.) acknowledges that development is a key component of personal job satisfaction and contributes to enhanced skills, expertise and workplace productivity. Employee reward and recognition are critical to the achievement of the organisation's objectives and to the continuous improvement in the quality of Halls Head Bowling and Recreation Club (Inc.) products and services.

Halls Head Bowling and Recreation Club (Inc.) is committed to providing a rewarding environment for its employees and recognises that the quality, responsiveness and professionalism of its workforce are inextricably linked to the organisation's achievement of its strategic goals.

To satisfy its commitment to development Halls Head Bowling and Recreation Club (Inc.) will:

- Support employee membership in relevant associations via reimbursement of licence fees for one relevant institution per employee per year;
- Support employee continuing development of structured and relevant in-house training and by assisting with the costs associated with attendance at external training including relevant short courses, workshops, seminars, conferences and technical meetings;
- Support employees who undertake management approved further education relevant to their position and consistent with Halls Head Bowling and Recreation Club (Inc.) objectives. Assistance may include reimbursement of a negotiated proportion of tuition fees for successfully completed units of study and the provision of study/exam leave.

Breach of Policy

The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.



Healthy clubs. Strong communities.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

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Signed: [Signature] Club President Date: 15th June 2023

Signed: [Signature] Club Secretary Date: 19th June 2023

Next policy review date is June 2024