



THE EMPLOYEE DEVELOPMENT FORUM LTD

CORE VALUES & PERFORMANCE MEASURES

The Employee Development Forum Ltd has determined below clear statements of intent and obligation. We will endeavour to ensure that our side of the partnership will provide you with clear and understandable statements from which you will be able to meaningfully judge our performance as a supplier of your training and development.

- ❖ **Health and Safety** - We will manage your Health and Safety and ensure that the appropriate resources and information is available so as to ensure your safety, supported by us always practicing with your employer a concern for your welfare.
- ❖ **Open Communications** - We value open communications which are candid and honest, such openness will enable us to do our jobs effectively by providing information that contributes to the quality of our decision making and judgments' regarding the management of your training and development. We will encourage communications that are regular and effective and provide the basis for vigorous feedback.
- ❖ **Ethics and Integrity** - Not only do we care about the outcome from your training and development but we also care about the way in which outcomes are achieved. We shall always go out of our way to demonstrate an honest ethical behaviour, which is based upon integrity in the activities, we undertake on your behalf.
- ❖ **Our Reputation** - We recognise that a well-founded reputation for good performance is in itself a priceless asset and we will consciously strive to maximise the return on this asset by ensuring that your training and development will be recognised as your reputation and reference for your future.
- ❖ **Growth and Development** - We believe positively in the value that you bring to your employer and to the EDF Ltd with regard to the contributions you make to the work ethic. To help fulfill your contributions we recognise the need to encourage and empower your individual skills and talents, which will encourage your personal growth and development.
- ❖ **Total Client Satisfaction** - Only by giving you, our client the basis of total satisfaction in all of the areas for which you and we come jointly into contact with, shall we meet the ever-increasing performance standards expected of us. We will continue striving to fulfill our mission by providing you with high value quality of service, which will assist you in achieving your personal objectives and career aspirations.

Paul F Kendall

Managing Director

